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5th Primary

First Term

Main Book

Theme 1

Role of Information and Communication Technology (ICT) in Our Lives

Lesson 1 Explorer in Action

Lesson 2 Computer Accessories

Lesson 3 Networks

Lesson 4 Digital Communication Tools

Lesson 5 Internet Connection Problems and Solutions

Lesson 6 Digital File Management

Lesson 7 Information Search Strategies

Lesson 8 Sharing Information





Scope and Sequence

Role of Information and Communication Technology (ICT) in Our Lives

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• How archaeologists use ICT to share information • Different ways to record information	**Learning to do:** Decision-making	**Academic values:** Appreciation of technology	**Globalization issues:** Technological awareness
LESSON 2 Computer Accessories	• Basic computer hardware concepts • Common computer problems	**Learning to do:** Decision-making	**Academic values:** Perseverance	**Globalization issues:** Technological awareness
LESSON 3 Networks	• Different types of networks • How computer technology has advanced from the 80s to today	**Learning to know:** Critical thinking **Learning to live together:** Communication	**Work values:** Curiosity, appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 4 Digital Communication Tools	• How people communicate using computer networks • Basic scientific concepts relating to ICT tools • How computer networks help people of determination	**Learning to live together:** Communication **Learning to be:** Sharing	**Academic values:** Appreciation of technology **Personal values:** Independence	**Globalization issues:** Digital citizenship, civilizational communication
LESSON 5 Internet Connection Problems and Solutions	• Common ICT issues • How to troubleshoot problems using a process	**Learning to do:** Decision-making **Learning to know:** Problem-solving	**Academic values:** Perseverance	**Globalization issues:** Technological awareness
LESSON 6 Digital File Management	• Different device accessories • File systems • How to organize information	**Learning to be:** Self-management **Learning to know:** Creativity	**Personal values:** Independence	**Globalization issues:** Digital citizenship
LESSON 7 Information Search Strategies	• How to plan effective searches • Using keywords and subtopics	**Learning to do:** Decision-making **Learning to know:** Critical thinking	**Academic values:** Curiosity **Citizenship values:** Participate in scholarly research	**Globalization issues:** Digital citizenship, technological awareness
LESSON 8 Sharing Information	• Posting information on an intranet / the internet • How to share information on spreadsheets	**Learning to live together:** Communication **Learning to do:** Decision-making **Learning to know:** Critical thinking	**Work values:** Perseverance **Personal values:** Independence **Citizenship values:** Participate in scholarly research	**Globalization issues:** Technological awareness



Explorer in Action

Fred Hiebert



- Fred Hiebert is an archaeologist and explorer in National Geographic.
- He studies the past by excavating, observing, and writing about objects and sites.
- فريد هيبرت عالم آثار ومستكشف في منظمة ناشيونال جيوجرافيك.
- ويقوم بدراسة الماضي من خلال التنقيب والملاحظة والكتابة عن الأجسام والمواقع الأثرية.

In his daily work, Mr. Hiebert uses:

Word
processor program



To write reports.
يستخدم برنامج معالج الكلمات في كتابة التقارير.

Excel
spreadsheet program



To prepare graphs.
يستخدم برنامج الجداول الحسابية في إعداد الرسومات البيانية.

PowerPoint
presentation program



To present the results of his research to his team.
يستخدم برنامج العروض التقديمية لعرض نتائج أبحاثه على فريقه.

- He ensures that the slides are easy to read and make the information clear.

Mr. Hiebert communicates formally through:

1. Printed letters



الرسائل الورقية

2. E-mails



رسائل البريد الإلكتروني

3. Handing over documents in person



يسلم المستندات شخصيًا

- Mr. Hiebert is also a **mentor** who guides his students and colleagues around the world.
- ومن أدوار فريد هيبرت أيضًا، توجيه طلابه وزملائه من جميع أنحاء العالم.

Mentoring **التدريب**: It is advising or training someone on a subject you have a lot of experience in.
هو أن تقدم المعرفة والتمرين لأحد الأشخاص في موضوع تملك خبرة كبيرة فيه.

Importance of mentoring:

1. Mentoring is a great way to pass on knowledge and skills.
2. Mentors share their experience, including problems that may arise and how to deal with them. This helps others advance faster.

1. يعتبر التدريب طريقة رائعة لنقل المعرفة والمهارات.
2. يقدم المدربون خبراتهم إلى الآخرين، لمعرفة كيفية التعامل مع المشكلات التي قد تواجههم ولمساعدة الآخرين على التقدم بشكل أسرع.

Ways of Communications

1 Face-to-face, in-person meetings: المقابلات المباشرة وجهًا لوجه

- Mr. Hiebert prefers this way.
- Sometimes, face-to-face meetings are not possible because:
  1. He is away on an expedition.
  2. The people he is meeting with are in different countries.

- يفضل فريد هيبرت التواصل مع الناس من خلال المقابلات المباشرة وجهًا لوجه.
- في بعض الأحيان يتعذر عليه إجراء مثل هذه اللقاءات:
  1. لوجوده بعيدًا في رحلة استكشافية.
  2. لوجود الأشخاص الذين يلتقي بهم في بلدان مختلفة.



2 Virtual Meetings: اجتماعات افتراضية

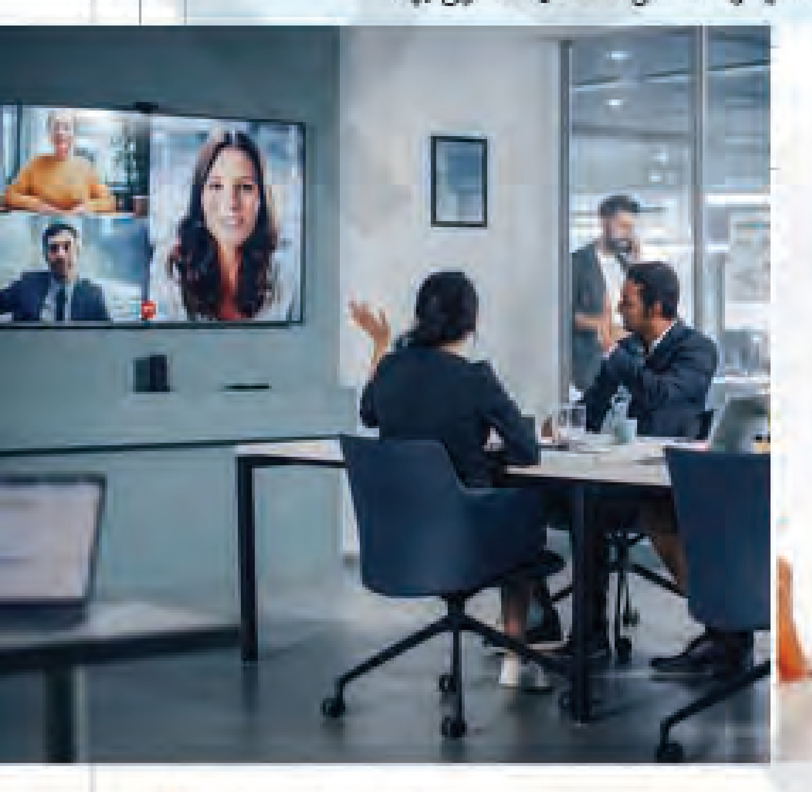
- Mr. Hiebert holds virtual meetings using platforms, like Zoom and WhatsApp.
- Virtual meetings have to be scheduled at a suitable time for everyone, which can be difficult due to time difference between countries.

- وفي مثل هذه الحالات، يعقد هيبرت اجتماعات افتراضية باستخدام منصات مثل زووم وواتس آب.
- يجب تنظيم مواعيد تلك الاجتماعات في وقت مناسب للجميع، وهو أمر صعب بسبب اختلاف التوقيت بين الدول.

Important Note:

- Mr. Hiebert believes it is important to follow up a virtual meeting or telephone call with official notes documented in an email or sent as a Word document. This ensures that everyone involved has the same information and a copy to keep.

- يعتقد فريد هيبرت أنه من المهم متابعة الاجتماعات واللقاءات الافتراضية أو المكالمات الهاتفية بملاحظات رسمية موثقة في رسالة بريد إلكتروني أو مرسلة كمستند (Word) مرفق.
وذلك يضمن حصول كل المشاركين على المعلومات نفسها وكذلك على نسخة يحتفظون بها.





Sharing Information

- Sharing information has become vital in our day-to-day lives.
- Technology has helped to make this an easier task.

لقد أصبحت مشاركة المعلومات أمرًا أساسيًا في حياتنا اليومية - وقد ساعدت التكنولوجيا في تيسير هذه المهمة.



The Ministry of Education makes sure that students have a record of what they have learned in the classroom via:

1. The satellite broadcasting channels (educational channels) affiliated by the Ministry of Education.
2. YouTube channel, "Madrasitna", there are videos on each school subject.

مدرستنا
المستقبل يبدأ الآن

كما تحرص وزارة التربية والتعليم والتعليم الفني على حصول التلاميذ على تسجيلات لما عليهم تعلمه في الفصل الدراسي عبر:

1. قنوات البث الفضائي (القنوات التعليمية) التابعة لوزارة التربية والتعليم.
2. قناة "مدرستنا" على يوتيوب (YouTube) حيث توجد مقاطع فيديو لكل مادة من المواد الدراسية.

Educational and YouTube channels provide a second opportunity for:

A. Students who missed a lesson.
B. Students who need further explanation of a lesson.
C. Students who would just like a quick review.

وهذا يعطي فرصة أخرى للتلاميذ الذين:

فاتهم أحد الدروس، أو يحتاجون إلى مزيد من الشرح للدرس، أو الذين يرغبون بمراجعة سريعة للدرس.



1 Choose the correct answer:

1. Fred Hiebert is an .... and explorer in National Geographic.
   a. artist b. architect c. archaeologist
2. Fred Hiebert uses .... to write reports about archaeological sites.
   a. MS Word b. MS Excel c. MS PowerPoint
3. Printed letters and e-mails are used to communicate in a .... way.
   a. normal b. formal c. informal
4. .... is training someone on a subject you have a lot of experience in.
   a. Communication b. Mentoring c. Studying
5. .... are easy to present the information clearly.
   a. Tables b. Documents c. Slides
6. Mr. Hiebert prefers .... to communicate with others.
   a. virtual meetings b. face-to-face meetings
   c. TV programs
7. Mr. Hiebert holds .... using platforms, like Zoom and WhatsApp.
   a. virtual meetings b. face-to-face meetings
   c. TV programs
8. Mr. Hiebert uses MS Excel to prepare ....
   a. reports b. presentations c. graphs
9. Students who need further explanation of a lesson can use ....
   a. libraries b. books c. YouTube channels
10. Time difference between countries is a great problem during ....
    a. face-to-face meetings
    b. virtual meetings c. sending e-mails

2 Put (✓) or (✗):

1. Fred Hiebert is an explorer in National Geographic. ( )
2. Mr. Hiebert prefers virtual meetings for communication. ( )
3. Mr. Hiebert uses face-to-face meetings during his expedition. ( )
4. Mentoring is a great way to pass on information and skills. ( )
5. Technology has not helped to share information in our day-to-day lives. ( )
6. Mr. Hiebert uses Excel spreadsheet program to write reports. ( )
7. Students who missed a lesson can study it through Madrasitna. ( )
8. We use documents to read the results easily and clearly. ( )
9. Using Zoom and WhatsApp is called face-to-face meetings. ( )
10. We use the PowerPoint program as a formal way to communicate. ( )

3 Complete the missing parts using the words between the brackets:

(formal - archaeologist - spreadsheet - virtual meetings - Madrasitna channel)

1. You can use .... when the other people are in different countries.
2. A .... is used to prepare graphs and tables.
3. Handing over documents in person is a ...... way of communication.
4. Mr. Hiebert is an .... and explorer in National Geographic.
5. Students who would just like a quick review can use ....

4 Correct the underlined words:

1. Fred Hiebert uses <u>MS Excel</u> to present the results of his expeditions. (..........)
2. Fred Hiebert uses <u>MS Word</u> to prepare graphs. (..........)
3. Fred Hiebert communicates <u>informally</u> with e-mails and printed letters. (..........)
4. Mr. Hiebert uses <u>face-to-face meetings</u> when the other people he is meeting with are in different countries. (..........)
5. Mr. Hiebert holds virtual meetings using <u>MS Word</u> and WhatsApp. (..........)

5 Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1 Face-to-face meetings	a. Mr. Hiebert uses this way of communication during expeditions.
2 Virtual meetings	b. is a formal way to communicate with your teamwork.
3 Mentoring	c. Mr. Hiebert prefers this way of communication.
4 E-mails	d. is a great way to pass on knowledge and skills

1 .... 2 .... 3 .... 4 ....

B

Column (A)	Column (B)
1 Zoom	a. is used to present results and information.
2 MS Word	b. is used to prepare graphs.
3 MS Excel	c. is used to hold virtual meetings.
4 PowerPoint	d. is used to write reports and documents.

1 .... 2 .... 3 .... 4 ....



Computer Accessories

Like Mr. Hiebert, you can use ICT tools to share ideas.

مثل السيد هيبرت، يمكنك استخدام أدوات تكنولوجيا المعلومات والاتصالات لمشاركة الأفكار.

Computer Accessories

Main computer hardware components

Flash Memory
ذاكرة الفلاش

It's used to transfer files and data between computers.



يستخدم لنقل الملفات والبيانات بين أجهزة الكمبيوتر.

External Hard Drive
محرك القرص الصلب الخارجي

Like an HDD, but much faster.



مثل محرك الأقراص الثابتة ولكن يعمل بشكل أسرع.

HDMI (high-definition multimedia interface)
واجهة الوسائط المتعددة عالية الوضوح

A cable that transmits audio and video from/to devices.



سلك ينقل الصوت والصورة من الأجهزة وإليها.

Router
الراوتر "جهاز التوجيه"

A device that connects a computer to the internet via Wi-Fi or ethernet.



جهاز يربط جهاز الكمبيوتر بالإنترنت بواسطة الـواي فاي أو الإيثرنت.

Ethernet Cable
سلك إيثرنت

A cable that connects a computer or laptop to a router.



سلك يربط جهاز الكمبيوتر أو الكمبيوتر المحمول بجهاز التوجيه (الراوتر).

Ethernet Port
منفذ الإيثرنت

Connects an ethernet cable; ethernet is more stable and faster than Wi-Fi.



يتصل بسلك إيثرنت. الإيثرنت أكثر استقرارًا وأسرع من الوصلات اللاسلكية.

Units of Measurement

Terabyte
Gigabyte (GB)
Megabyte (MB)
Kilobyte (KB)
Byte (B)
Bit

Bit The smallest unit of data (0-1).

Byte (B) 1 byte = 1 character; the word 'dog' has 3 letters and would need 3 bytes.

Byte (B)	= 8 bits	Kilobyte (KB)	= 1,024 (B)
Megabyte (MB)	= 1,024 (KB)	Gigabyte (GB)	= 1,024 (MB)
Terabyte	=1,024 (GB)		

Megabits per second - Mbps

- Measures the speed of a network or internet connection.
- The internet connection is better with a faster speed (Mbps).

وحدة قياس تستخدم لقياس سرعة شبكة الإنترنت
(كلما زادت سرعة الشبكة، كان ذلك أفضل).



GigaHertz (GHz)

- Measures the number of cycles your CPU carries out per second; the higher the number, the faster the speed.

وحدة لقياس عدد الدورات التي تنفذها وحدة المعالجة المركزية في الثانية؛ وكلما زاد عدد الدورات، زادت سرعة معالجة البيانات والتعليمات.



Potential Computer Problems and Solutions

1 Trouble processing large files, like a big PowerPoint presentation.

مشكلة في معالجة الملفات الكبيرة، مثل عرض تقديمي حجمه كبير.



Reason	Solution
Not enough graphics storage. عدم وجود مساحة تخزين كافية للرسومات.	Shut down some programs. أغلق بعض البرامج.

2 A poor video-conference connection.

اتصال ضعيف بالشبكة أثناء مؤتمر فيديو.



Reason	Solution
Slow wireless internet connection. اتصال لاسلكي بالإنترنت ضعيف وبطيء.	Try an ethernet connection. جرب شبكة الإيثرنت السلكية السريعة.

3 Not able to store files.

عدم القدرة على تخزين الملفات.



Reason	Solution
Not enough space. المساحة غير كافية.	Move old files to an external drive. انقل الملفات القديمة إلى محرك أقراص خارجي.

4 Home internet connection not working.

الإنترنت المنزلي لا يعمل.



Reason	Solution
Connection interrupted. انقطاع الاتصال.	Use ethernet or contact ISP (Internet Service Provider). استخدم الإيثرنت أو اتصل بمزود خدمة الإنترنت.



1 Choose the correct answer:

1. .... is used to restore or to transfer files and data between computers.
   a. HDMI   b. CPU   c. Flash memory
2. .... is the same as a hard disk drive, but it runs faster.
   a. External hard disk   b. Flash memory   c. Router
3. .... is a device that connects a computer to the internet via Wi-Fi.
   a. Ethernet cable   b. Router   c. Ethernet port
4. .... is a cable that transmits sound and image to and from devices.
   a. Ethernet cable   b. HDMI   c. Router cable
5. A .... is the smallest unit of data on your computer.
   a. Mbps   b. byte   c. bit
6. A .... measures the speed of a network or internet connection.
   a. gigahertz   b. Mbps   c. byte
7. A .... measures the number of cycles your CPU carries out per second.
   a. gigahertz   b. Mbps   c. byte
8. To write the word "apple", you need .... to represent it in a computer system.
   a. 5 bits   b. 5 bytes   c. 8 bits
9. Which problem would you use ethernet cable to solve?
   a. Not able to store files.
   b. A poor video-conference connection.
   c. Trouble processing large files.

10. Which one represents the correct arrangement of these measuring units of a computer (from the biggest to the smallest)?
   a. Terabyte - Megabyte - Gigabyte
   b. Byte - Kilobyte - Megabyte
   c. Megabyte - Kilobyte - Byte

2 Put (✓) or (✗):

1. We use flash memory to store, transfer, and share information online. ( )
2. HDMI is a wire that connects a computer or laptop with the router. ( )
3. An ethernet cable transmits audio and video to and from devices. ( )
4. Megabits per second (Mbps) are used to measure network speed. ( )
5. The more cycles that a CPU performs, the faster data can be processed. ( )
6. Ethernet port is more stable and faster than Wi-Fi. ( )
7. The word 'ICT' has 3 bits only. ( )
8. Not having enough space does not cause problems in handling large files. ( )
9. To solve the not enough space issue, you must move some files to an external drive. ( )
10. To solve the problem of home internet not working, you use an ethernet or contact your internet service provider. ( )

3 Complete the missing parts using the words between the brackets:

(flash memory - HDMI - Ethernet cable - Router)

1. A ________ stores information and runs faster than a hard disk.
2. ________ connects your computer or laptop to the router.
3. ________ connects the computer to the internet via Wi-Fi or ethernet.
4. ________ is a cable that transmits audio and video to and from devices.

4 Choose from column (A) what suits it in column (B):

A

Column (A) Measuring unit	Column (B) Equals (=)
1 Byte	a. 1,024 kilobytes.
2 Megabyte	b. 1,024 bytes.
3 Gigabyte	c. 1,024 gigabytes.
4 Kilobyte	d. 1,024 megabytes.
	e. 8 bits

1 .... 2 .... 3 .... 4 ....

B

Column (A) Problem	Column (B) Solution
1 A poor video-conference connection.	a. Shut down some programs.
2 Not able to store files.	b. Try an ethernet connection
3 Not enough graphics storage.	c. Move old files to an external drive.

1 .... 2 .... 3 ....

5 Read the following scenarios. Suggest solutions:

1. You want your computer to hold more data.

....

....

2. You need to download large files from the internet.

....

....

3. You want to play an online video game with lots of animation.

....

....



Networks

Networks



- They are groups of people, or things that are connected to each other for a common purpose.

تمثل مجموعة من الأشخاص أو الأشياء المرتبطة بعضها ببعض لهدف مشترك.

For Example: Your Family



- You bond and communicate with each other, sharing support and experiences.

أنتما تترابطان وتتواصلان معًا، وتتشاركان الدعم والخبرات.

Computer Networks



- It is the connection of two or more computers together to transfer important data and information.

وهي عبارة عن ربط جهازي كمبيوتر أو أكثر معًا لتبادل المعلومات والبيانات المهمة.

Types of Computer Networks

1 LAN (Local Area Network)



- It could be at home, at school or in a hospital.
- LAN consists of a computer connected to: another computer, a printer or a router.

من الممكن أن تكون في المنزل أو المدرسة أو بالمستشفى.

وهي عبارة عن جهاز كمبيوتر متصل بجهاز كمبيوتر آخر أو بالطابعة أو بالراوتر.

2 Internet



» The internet is a network that connects millions of computers, and the people using them, from all around the world.

الإنترنت هو شبكة تربط أجهزة الكمبيوتر والأشخاص الذين يستخدمون تلك الشبكة من جميع أنحاء العالم.

What do we need to connect a computer to the internet?



- We need a gateway such as a router.

Router	Connects your computer to an ISP (Internet Service Provider). يقوم بربط جهاز الكمبيوتر الخاص بك بمزود خدمة الإنترنت.
ISP	It is the internet service provided by Egyptian companies to citizens. هي خدمة الإنترنت التي تقدمها الشركات المصرية للمواطنين.

The World Wide Web (WWW)



» It is part of the internet network, made up of web pages and sites that people can navigate.

تعتبر جزءًا من شبكة الإنترنت، وهي تتكون من صفحات شبكية أو صفحات ويب يمكن للأشخاص التنقل بينها.

Example:

Egyptian Knowledge Bank (EKB)



Egyptian Knowledge Bank
بنك المعرفة المصري

- It is available for free to all Egyptians who register on the site.

إن بنك المعرفة المصري متاح بالمجان لجميع المصريين المسجلين على الموقع.



3 Intranet

- It is unlike the internet, intranet is private, restricted to only those that are part of the business, school, or organization that it is connecting.

على عكس الإنترنت، يعتبر الإنترانت أكثر خصوصية، ويقتصر فقط على الذين يشكلون جزءًا من العمل أو المدرسة أو المؤسسة التي تتصل بها.



Open Network

- It is opened and accessible to all.
  Example: The Web.

هي شبكة مفتوحة ومتاحة للجميع (مثل شبكة الإنترنت).

Closed Network

- It is part of the open network, but it is specific to a specific part.
  Example: School's computer lab.

هي جزء من الشبكة المفتوحة ولكن خاصة بجزء معين (مثل معمل المدرسة).

Intranet		Internet
Closed computer network	Share information	Open computer network

Cable: A long connector that transmits data or power between devices.
Example: Ethernet cable

هو موصل طويل ينقل البيانات أو الطاقة بين الأجهزة؛ (مثال: سلك الإيثرنت).

80s: Dial-up Internet Connection



- They used phone line to connect to the internet.
- They couldn't use the phone when on the internet.
- A slow but stable connection.

- كان خط الهاتف هو الطريقة الوحيدة للاتصال بالإنترنت.
- كان يستحيل استخدام الهاتف أثناء الاتصال بالإنترنت.
- كان الاتصال بطيئًا ولكن ثابتًا.

Late 80s: Digital Subscriber Line (DSL)



- A high-speed connection.
- It uses the same home phone wires to connect to the internet.
- It allows the phone and the internet to be used simultaneously.

- هي وصلة إنترنت ذات سرعة عالية.
- تستخدم أسلاك الهاتف المنزلي.
- تسمح باستخدام الهاتف والإنترنت في آن واحد.

90s



- Emergence of the World Wide Web (WWW).
- It consists of a large set of web pages that are linked to each other using hyperlinks.

- ظهور الشبكة العنكبوتية العالمية.
- تحتوي على مجموعة كبيرة من صفحات الويب التي ترتبط معًا باستخدام روابط تشعبية.

2000+



- Wi-Fi devices become popular.
- Hotspots allow you to access the internet anywhere from your smartphone.

- انتشرت أجهزة الواي فاي.
- ظهرت أيضًا نقاط الاتصال التي تتيح لك الاتصال بالإنترنت من أي مكان من خلال الهواتف الذكية.



1 Choose the correct answer:

1. ...... connect computers together to share the important information.
   a. Computer accessories
   b. Computer networks
   c. Computer hardware
2. .... consists of a computer connected to a printer or a router.
   a. Internet   b. Intranet   c. LAN
3. Router is considered a ....
   a. famous browser
   b. antivirus
   c. gateway for internet
4. .... is a network that connects computers from all around the world.
   a. Internet   b. Intranet   c. LAN
5. .... is a device that connects your computer to an ISP.
   a. Ethernet cable   b. Router   c. Ethernet port
6. .... is private and restricted to only those that are part of the business, school, or organization that it is connecting.
   a. Internet   b. Intranet   c. LAN
7. .... is a part of the internet network, made up of web pages and sites that people can navigate.
   a. Video chat   b. Search engine   c. World Wide Web
8. A school's computer lab is an example for ....
   a. open network   b. closed network   c. internet
9. .... is available for free to all Egyptians registered on the site.
   a. EKB   b. Google Chrome   c. Wikipedia

10. .... allows the phone and the internet to be used simultaneously.
   a. Dial-up internet connection
   b. Digital subscriber line
   c. World Wide Web

2 Put (✓) or (✗):

1. Computer networks connect computers to each other; to share important information and data. ( )
2. A local computer network (LAN) is a network that connects computers from all over the world. ( )
3. A cable is a long connector that transfers data or power between devices. ( )
4. To connect a computer to the internet, a gateway must be used. ( )
5. The World Wide Web (WWW) is a part of intranet. ( )
6. The internet is a private network that is restricted to some people. ( )
7. Hotspots appeared after the year 2000. ( )
8. Hotspot allows you to access the internet anywhere from your smartphone. ( )

3 Complete the missing parts using the words between the brackets:

(WWW - Router - DSL - ISP - LAN - EKB)

1. ...... enables you to connect your laptop to the internet.
2. ...... consists of one computer connected to a printer or a router.
3. ...... is a part of the internet network, made up of web pages and sites.
4. ...... is the internet service provided by Egyptian companies to citizens.
5. ...... is available for free to all Egyptians who register on the site.
6. ...... consists of web pages linked to each other using hyperlinks.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Router	a. is a part of the internet network, made up of web pages and sites
2 Internet	b. is a computer network between some people in the same work.
3 Intranet	c. connects your computer to an ISP.
4 WWW	d. is a computer network between people all over the world.

1 .... 2 .... 3 .... 4 ....

5 Complete the following sentences:

1. Internet and intranet are similar in ....
2. .... is the connection of two or more computers together to transfer data and information.
3. Local Area Network could be at .... or ....
4. .... is a network that connects computers and people using them from all around the world.
5. To connect your computer to an ISP, you need .... as a router.
6. .... is a part of the internet network, made up of web sites.
7. .... is a library available for free to all Egyptians who register on it.
8. .... is private and restricted to only those that are part of the business, school, or organization that it is connecting.
9. .... is a long connector that transmits data or power between devices.
10. A school lab's computer is considered a ....

6 Complete the following diagram:

....

Open computer network .... Closed computer network



Digital Communication Tools

Uses of Computer Networks and internet

1 For People:

We communicate using computers or mobile networks every day to:

1. Send a text.
2. Buy something.
3. Take an online class.
4. Download or upload a video.
5. Use an app or program.

نتواصل يوميًا باستخدام شبكات الكمبيوتر أو الهواتف:

1. لإرسال رسائل نصية
2. لشراء شيء
3. لأخذ دروس عبر الإنترنت
4. لتنزيل أو تحميل مقاطع فيديو
5. لتشغيل التطبيقات أو البرامج





2 For Businesses and Organizations:

They use networks every day to share information through:

1. Closed networks to share private information.
2. Open networks to share public information.

تستخدم الشركات والمؤسسات أيضًا الشبكات يوميًا لمشاركة معلومات، من خلال

1. شبكات مغلقة لمشاركة المعلومات الخاصة.
2. شبكات مفتوحة لمشاركة المعلومات العامة.

The Internet of Things

- Household items can be part of a network; this is called "Internet of Things" (IoT).
- The IoT consists of devices linked to the internet via Wi-Fi.
- These devices can be controlled, whether you're in the same room or in another city!

يمكن أن تكون الأدوات المنزلية جزءًا من شبكة أيضًا، وهنا ما يسمى "إنترنت الأشياء".

يمكن التحكم في هذه الأجهزة سواء كنت في نفس الغرفة أو في مدينة أخرى.



Examples of devices that can be turned on/off using specific apps:

Bluetooth speakers	Digital washing machine	Digital refrigerator



Bluetooth

- It is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.



تقنية شبكية تربط الأجهزة المحمولة اللاسلكية عبر مدى قصير، لتشكيل شبكة لنقل البيانات بين الأجهزة المختلفة.

Computer Networks and People of Determination

- Computer networks give people of determination independence, at home or in public places. This independence helps them save money and time. It also increases their level of self-confidence.

- تمنح شبكات الكمبيوتر الأشخاص ذوي الهمم الاستقلالية سواء في المنزل أو في الأماكن العامة.
- وتساعدهم الاستقلالية على توفير المال والوقت وزيادة مستوى ثقتهم بأنفسهم.



1 Screen Readers:

To help people who are visually impaired in:

1. Writing research papers.
2. Doing homework.
3. Accessing files and documents on PC.

لمساعدة ضعاف البصر في كتابة الأبحاث والواجبات المنزلية والوصول إلى الملفات والمستندات على جهاز الكمبيوتر.

2 Braille:

Helps the visually impaired and blind to read.

لمساعدة ضعاف البصر والمكفوفين على القراءة.





3 E-Commerce:

Online buying and selling.

البيع والشراء من خلال الإنترنت.

- Ask a permission from your parents before buying anything online.
- You must be careful when giving your information to anyone and this is called "digital privacy".

- يجب أن تطلب الإذن من والديك قبل شراء أي شيء عبر الإنترنت.
- يجب توخي الحذر عند إعطاء معلوماتك لأي شخص وهذا ما يسمى (الخصوصية الرقمية).



1 Choose the correct answer:

1. Organizations use computer .... networks to share private information.
   a. open b. closed c. public
2. The .... consists of devices linked to the internet via Wi-Fi.
   a. CPU b. IoT c. DSL
3. ...... is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Ethernet cable c. Router
4. The .... consists of household devices that are connected to Wi-Fi.
   a. bluetooth b. internet c. Internet of Things
5. Visually impaired people can use .... for doing their homework.
   a. braille b. screen readers c. Zoom
6. Braille method allows blind people to ....
   a. write b. read c. speak
7. You can use .... applications to buy anything on the internet.
   a. browser b. braille c. e-commerce

2 Put (✓) or (✗):

1. Humans and organizations communicate every day using computer networks. (   )
2. People of determination cannot communicate and follow their lessons online. (   )
3. We can upload videos using computer networks. (   )
4. We can turn on and off home appliances connected to the internet from another place. (   )

5. Braille helps blind students to write reports and do their homework. (   )
6. Always ask a permission from your parents before buying anything online. (   )
7. It is difficult for household appliances to be part of a network. (   )
8. Digital washing machine is an example of the "Internet of Things". (   )

3 Read the following scenarios, then mention the device needed:

1. Amira is visually impaired and wants to read a science book.

   ....

2. Esraa is visually impaired and wants to search for files on her PC.

   ....

3. Adham wants to buy a sport shoes from the internet.

   ....

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A digital refrigerator	a. are used by a blind person to read.
2 Screen readers	b. is used to sell your smartphone online.
3 Braille	c. is an example for IoT.
4 E-commerce	d. is used by people of determination to write research.

1. .... 2. .... 3. .... 4. ....



Internet Connection Problems and Solutions



We have studied that Fred Hiebert uses:

1. Word, Excel, and PowerPoint to make presentations about his discoveries.
2. E-mail and video conferencing to share his discoveries with his colleagues.

- While using these programs, he may face many problems related to the device he's using or its software, or interrupted internet connection.

يستخدم فريد هيربت

1. برامج: معالج الكلمات (Word) ، والجداول الحسابية (Excel)، والعروض التقديمية (PowerPoint)، لإعداد عروض تقديمية حول اكتشافاته.
2. ويستخدم كذلك البريد الإلكتروني ومؤتمرات الفيديو ليشاركها مع زملائه.

- أثناء استخدام هذه البرامج، قد يتعرض للعديد من المشكلات المرتبطة بالجهاز المستخدم أو برامجه، أو بضعف الاتصال بشبكة الإنترنت أو انقطاعه.

Following a Process

Following this troubleshooting process will help you:

1. Find different ways to solve problems.
2. If your idea didn't work for a particular problem, it may work for another.

إن اتباع خطوات محددة عند العمل على اكتشاف المشكلات وإصلاحها، سيساعدك على:

1. التوصل إلى طرق مختلفة لحل المشكلات.
2. إذا لم تنجح فكرة ما توصلت إليها في حل مشكلة معينة، فقد تسهم في حل مشكلة أخرى.



Following a Process

1. **Identify the problem.**
   What's the issue? Is it a hardware or software problem?
   Have you committed an error that causes the problem?

2. **Plan different ways you might solve the problem.**

3. **Go through your potential solutions to the problem.**
   Try each one until you find a solution or get to your final idea without solving it.

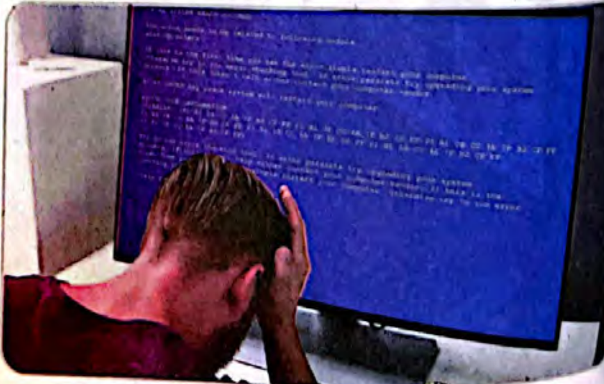
4. **Which solution worked?**
   If you didn't solve the problem, what did you learn while trying?
   How can this help you the next time you try to solve a problem?

5. **If you do not find a solution to the problem, you should ask your teacher or a member of your family for help.**

اتبع خطوات اكتشاف المشكلات وحلها، للمساعدة على حل مشكلات جهاز الكمبيوتر:

1. حدد المشكلة: ما المشكلة؟ هل هي مشكلة في مكونات جهاز الكمبيوتر أم في البرمجيات؟ هل ارتكبت خطأ سبَّبَ هذه المشكلة؟
2. فكر في طرق مختلفة يمكنك اتباعها لحل المشكلة وخطط لها.
3. ادرس الحلول المحتملة للمشكلة، وجرب كلًا منها إلى أن ينجح أحدها، أو تصل إلى فكرتك الأخيرة من دون حل المشكلة.
4. أي الحلول نجح؟ وإذا لم تستطع حل المشكلة، فما الذي تعلمته أثناء المحاولة؟ وكيف يمكن أن يساعدك ما تعلمته في المرة القادمة التي تحاول فيها حل مشكلة ما؟
5. إذا لم تتوصل إلى حل للمشكلة، فعليك الاستعانة بمعلمك أو بأحد أفراد أسرتك.





Common Computer Problems and Possible Solutions:

Problem 1 Computer slows down when opening an app

Solution

1. Shut down and restart it.
2. Check for software updates.
3. Delete unwanted apps.

المشكلة: بطء جهاز الكمبيوتر عند فتح أحد التطبيقات.

الحلول المحتملة: أغلقه وأعد تشغيله؛ تحقق من تحديثات البرامج؛ احذف بعض التطبيقات غير المرغوب بها.



Problem 2 Browser running slow

Solution

1. Check Wi-Fi signal.
2. Make sure to update the apps on your device.

المشكلة: محرك البحث يعمل ببطء.

الحلول المحتملة: تحقق من الاتصال بالـ Wi-Fi، تأكد من تحديث التطبيقات على جهازك.



Problem 3 No internet connection

Solution

1. Use the software to troubleshoot your Wi-Fi connection.
2. Check that the router is connected.
3. Restart your router.
4. Try a new Ethernet cable.
5. Contact the customer service of your ISP for help.



المشكلة: لا يوجد اتصال بالإنترنت.

الحلول المحتملة: 1 استخدم البرمجيات لاكتشاف مشكلات الاتصال بالـ Wi-Fi، وحلها.

2 تأكد من أن جهاز التوجيه متصل. 3 أعد تشغيل جهاز الراوتر. 4 جرب سلك إنترنت جديد.

5 اتصل بخدمة عملاء الشركة التي تعطي لك مزود خدمة الإنترنت للحصول على المساعدة.

Problem 4 Slow to download

Solution

1. Restart your computer and router.
2. Check the internet speed.

المشكلة: التحميل بطيء.

الحلول المحتملة: أعد تشغيل الكمبيوتر وجهاز التوجيه؛ تحقق من سرعة الإنترنت.





1 Choose the correct answer:

1. Mr. Hiebert uses .... to make presentations about his discoveries
   a. Facebook   b. PowerPoint   c. e-mail
2. Mr. Hiebert uses .... to share his discoveries with his colleagues.
   a. MS Word   b. MS Excel   c. video conferenc
3. The first step to solve any computer problem is .... it.
   a. identifying   b. planning   c. leaving
4. When the browser is running slow, you have to ....
   a. delete unwanted apps
   b. check Wi-Fi signal
   c. restart your router
5. Check for software updates when ....
   a. there is no internet connection
   b. downloading a file is very slow
   c. the computer slows down when opening an app
6. Try a new Ethernet cable when ....
   a. there is no internet connection
   b. downloading a file is very slow
   c. the computer slows down when opening an app
7. You can contact the customer service of your ISP for help when ....
   a. the internet connection is interrupted
   b. the browser is running slow
   c. an app don't open

2 Put (✓) or (X):

1. Mr. Hiebert uses e-mails to share his discoveries with his colleagues. (   )
2. Identifying the problem is the last step in solving computer problems. (   )
3. If the idea you have does not solve a problem, it may contribute in solving another problem. (   )
4. Restarting the router is one of the ways to solve the slow download problem. (   )
5. The solution to the problem of your computer being slow when you open an application is to delete that application. (   )

3 Arrange the following steps:

a. (....) Plan different ways to solve the problem.
b. (....) Go through your potential solutions.
c. (....) Ask your teacher or a member of your family for help.
d. (....) Which solution worked?
e. (....) Identify the problem.

4 Choose from column (A) what suits it in column (B):

Column (A) Problem	Column (B) Solution
1. No internet connection	a. Delete unwanted apps.
2. Browser running slow	b. Restart your router.
3. Computer slows down when opening an app	c. Check Wi-Fi signal.

1 .... 2 .... 3 ....



Digital File Management

Information is everywhere, but where are students finding information?

QR Code	Libraries	Computers and mobile phones	TV
رمز الاستجابة السريعة	المكتبات	البحث من خلال الكمبيوتر والموبايل	جهاز التليفزيون








- QR code helps us to access the information easily and quickly by scanning the code with a camera phone.
- يساعدنا رمز الاستجابة السريعة في الوصول إلى المعلومات بسهولة وبسرعة عن طريق مسح الرمز باستخدام هاتف مزود بكاميرا.

How do we save and store information ?



1 Flash Memory

It's used to store and share information and data.

تستخدم لتخزين ومشاركة المعلومات والبيانات.

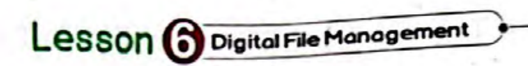


2 Scanner

It's used to save images on a computer for later use.

يستخدم لحفظ الصور على الكمبيوتر لاستخدامها لاحقًا.





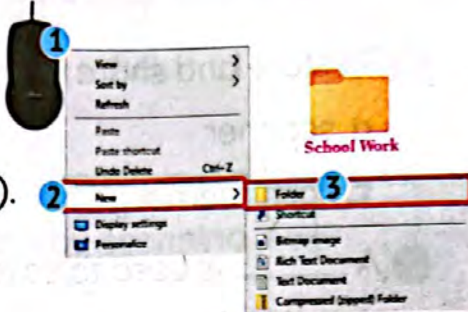
How to get organized using ICT tools

1 Create the main folder

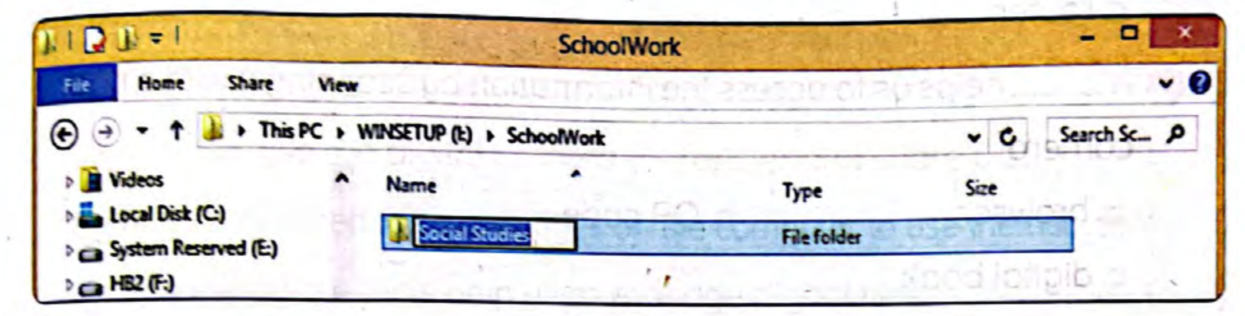
1 Press the right button of the mouse.

2 Select New, then select Folder.

3 Type a name for the folder (School Work).



2 Add sub-folders



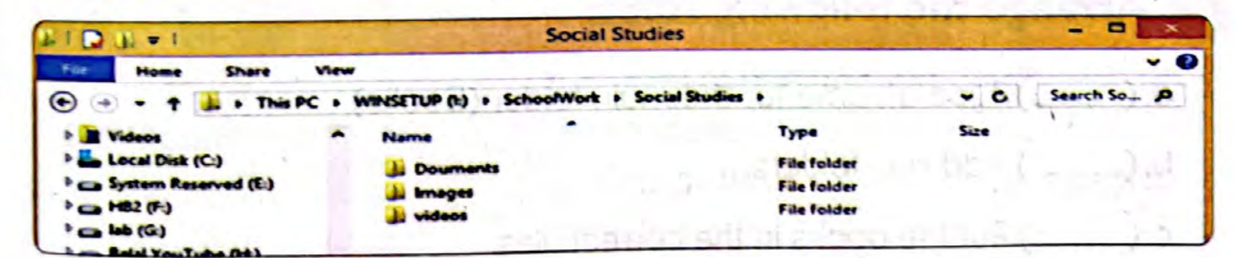
1 Open the main folder.

2 Press the right button of the mouse.

3 Select New, then select Folder.

4 Type a name for the folder (Social Studies).

3 Type a name of each folder



1 Press the right button on the folder.

2 Select "Rename".

3 Type the new name and press enter.



1 Choose the correct answer:

1. To store and share information, we use the ....
   a. scanner b. printer
   c. flash memory
2. A .... is used to save images on a computer to use them later.
   a. scanner b. printer
   c. router
3. A .... helps us to access the information by scanning it with a phone camera.
   a. browser b. QR code
   c. digital book
4. .... folders helps us to manage files using the information technology.
   a. Creating b. Deleting
   c. Copying
5. What is the first step that helps you to organize data in your computer?
   a. Add sub-folder. b. Type a name for the folders.
   c. Create the main folder.

2 Arrange the following steps:

a. (............) Type a name for the main folder (Books).
b. (............) Add sub-folders.
c. (............) Put the books in the correct files.
d. (............) Type the name of the folders (Science - Math - History).
e. (............) Create the main folder.

3 Complete the missing parts using the words between the brackets:

(QR code - scanner - computer -
flash memory - camera - libraries)

1. A ______ helps us to store and transfer data and information.
2. ______ helps us to get images, while a ______ helps us to save it on computer.
3. ______ contain printed books, while ______ contain digital books.
4. ______ helps us to access the information by scanning it with a phone camera.

4 Put (✓) or (✗):

1. QR code is used to get information quickly and easily. ( )
2. We can use the digital camera to transfer and share files. ( )
3. A printer is used to save images on the computer to use them later. ( )
4. Technological tools help us to manage digital files. ( )
5. You can add a main folder inside sub-folders to manage files. ( )
6. To create a main folder, press the left button of the mouse, then select New, then select Folder. ( )

5 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Digital camera	a. helps us to enter and store images into a computer.
2. QR code	b. is used to analyze and graph information.
3. Scanner	c. takes pictures and video during video chats.
	d. is a quick and easy way to share information.

1. ...... 2. ...... 3. ......



Information Search Strategies

Engage

» What are the strategies you would use when searching for information online?

» ما الإستراتيجيات التي ستستخدمها عند البحث عن معلومات عبر شبكة الإنترنت؟



Learn

» The internet is very big and you must decide exactly what information you want.

» تحوي شبكة الإنترنت كمًّا هائلًا من المعلومات، وعليك أن تحدد بدقة المعلومات التي تسعى إلى التوصل إليها.



When searching for information, it is important that you

1. **Plan** your searches.
   من المهم أن تخطط لأبحاثك.
2. **Analyze** your searches.
   تحلّل المعلومات التي تعثر عليها.
3. **Check** the information you find critically.
   تتحقق من المعلومات بأسلوب ناقد.





» A lot of the information you first find when searching will also need **evaluating**, **selecting**, and **organizing**.

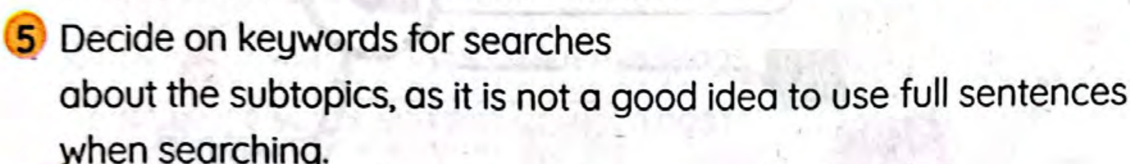
» Then you will need to **process** and **organize** information before completing your work.

» تحتاج العديد من المعلومات الأولية التي تعثر عليها أثناء بحثك إلى الخضوع لعمليات تقييم، وانتقاء، وتنظيم، وستحتاج إلى معالجة المعلومات وتنظيمها قبل إكمال عملك.

How do you collaborate with your classmates to conduct research?

Here are some suggested steps:

1. Decide on a topic.
2. Break the topic down into smaller subtopics.
3. Share the knowledge with your classmates. For example:
   - a What do you know already?
   - b What do you not know?
4. Decide who is going to search for which information.
   It is good practice for two people to search for the same information and then share and contrast their results.



5. Decide on keywords for searches about the subtopics, as it is not a good idea to use full sentences when searching.
6. Share your results. Decide how to select and organize the information, and then how to organize it for presentation.

من المهم أن تتعاون مع زملائك في الفصل أثناء بناء المعرفة. فيما يلي بعض الخطوات المقترحة:

1 اختر موضوع بحثك.

2 قسم الموضوع إلى موضوعات فرعية أصغر.

3 شارك معلوماتك مع زملائك في الفصل.
ماذا تعرف عن هذا الموضوع حتى الآن؟ وما المعلومات التي تنقصك؟

4 عين لكل زميل معلومات يبحث عنها. من الجيد أن يبحث زميلان عن المعلومات نفسها ثم يتشاركان نتائجهما وبياناتهما.

5 حدد كلمات مفتاحية للبحث عن الموضوعات الفرعية؛ إذ لا ينصح باستخدام جمل كاملة أثناء البحث.

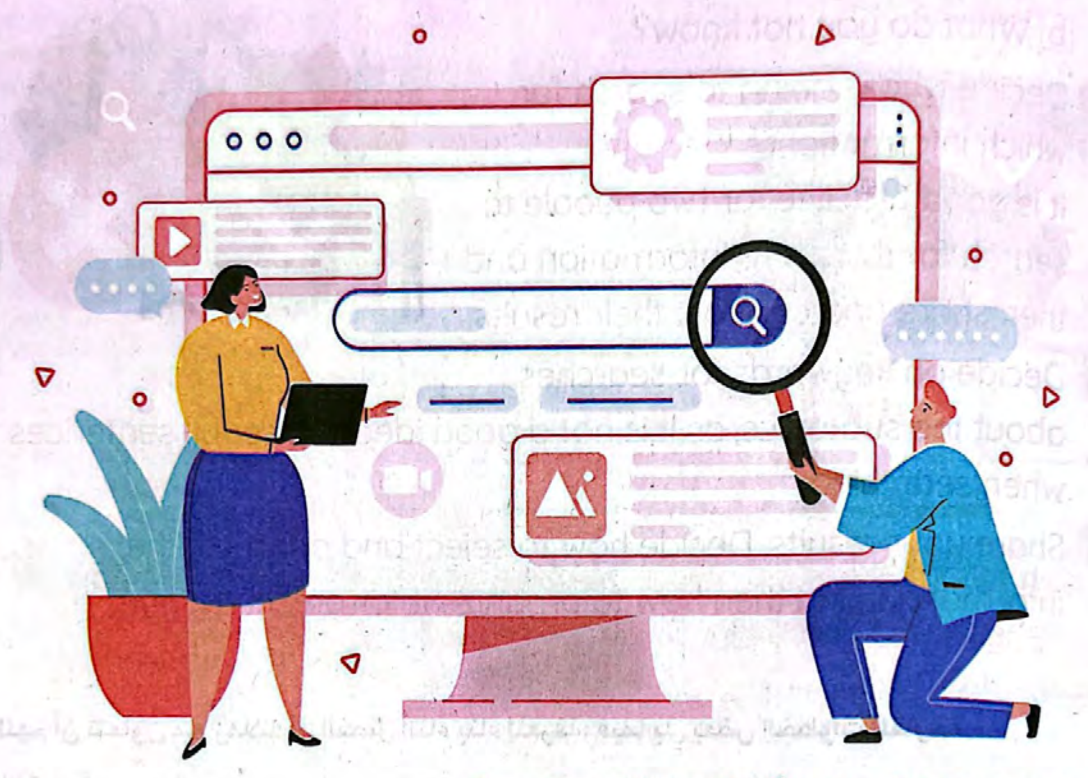
6 شارك نتائجك، وحدد كيفية انتقاء المعلومات وتنظيمها، ثم كيفية تنسيقها من أجل إعداد عرض تقديمي.





In Grade 4, Theme 2, lesson 5, we talked about keywords.

- Sometimes you might have to try different keywords in your online searches.
- When you do, consider using synonyms of the words. Use the same strategies above, but with different words with similar meanings.



في الصف الرابع الابتدائي، وتحديدًا في المحور الثاني - الدرس 5.

لقد تطرقنا إلى موضوع (الكلمات المفتاحية).

- قد تحتاج أحيانًا، إلى تجربة كلمات مفتاحية مختلفة أثناء بحثك عبر الإنترنت.
- في هذه الحالة، فكر في استخدام مرادفات الكلمات. اتبع الإستراتيجيات الموضحة أعلاه، لكن باستخدام كلمات مختلفة لها معان متشابهة.



1 Choose the correct answer:

1. The first step in conducting a research is to ....
   a. share your results
   b. decide on keywords
   c. decide on the topic
2. Before you express the data in a graph, you must ....
   a. share it online b. analyze it c. delete it
3. To search about the subtopics, it is not a good idea to use ....
   a. full sentences
   b. different words with different meanings
   c. different words with similar meanings
4. The best way to collect information is getting it from ....
   a. Facebook b. books c. WhatsApp
5. Before you show your results on charts, you should ....
   a. share them online with others
   b. analyze them
   c. delete them

2 Put (✓) or (✗):

1. You must evaluate, select, and organize the information you find. (   )
2. Breaking the topic down into smaller subtopics helps you in conducting a research. (   )
3. Using full sentences is a good idea when searching for any topic. (   )
4. Using different words with same meanings is a good idea when searching for any topic. (   )



Lesson 8 Sharing Information

Communicating with ICT Tools

» When sharing information online, you must decide which information should be shared using an **intranet network** or the **internet**.

Intranet

» It is used to share the information in a **closed** network and it is **more secure**.



« تستخدم لمشاركة المعلومات عبر شبكة مغلقة وهى أكثر أمانًا.

Internet

» It is used to share the information in an **opened** network over the web and it is **less secure**.

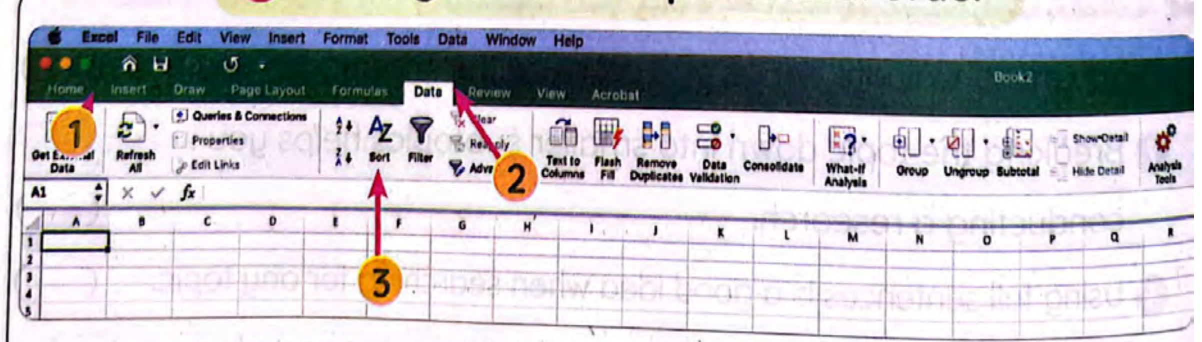


« تستخدم لمشاركة المعلومات عبر شبكة مفتوحة وهى أقل أمانًا.



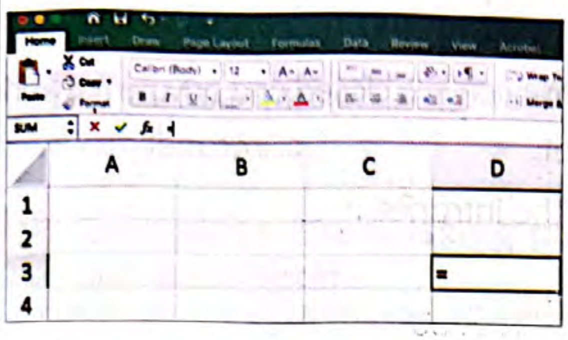
Using Microsoft Excel

1 Sorting info in an alphabetical order



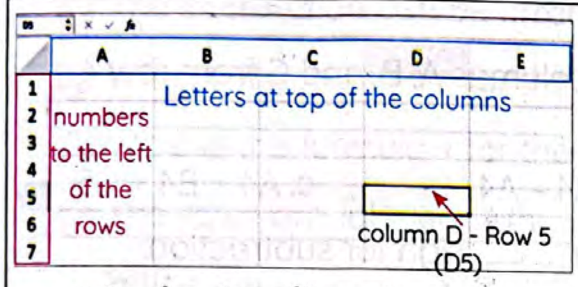
- Go to the **toolbar** and click on **Data**. Then click on **Sort**.
- اذهب إلى شريط الأدوات (Toolbar)، وانقر على علامة التبويب «بيانات» (Data)، ثم على «فرز» (Sort).

2 You can set formulas in cells to add (+), subtract (-), multiply (x), or divide (/):



- Click on the cell you want to set a formula.
- Type " = " in this cell.
- This tells Excel you are creating a formula.

- انقر على الخلية التي تود إنشاء صيغة بسيطة فيها، ثم اكتب علامة المساواة (=).
- ذلك يُعَلِم برنامج إكسل بأنك ستنشئ صيغة بسيطة.



Decide which cells are in your formula.

- Reference the letters (top of columns)
- Reference the numbers (numbers to the left of the rows).

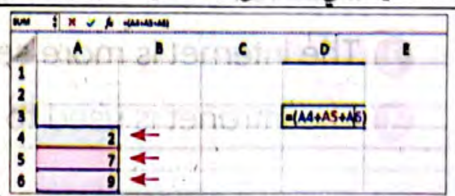
- حدد الخلايا التي تود إدراجها في صيغتك البسيطة، وذلك بالإشارة إلى الأحرف (أعلى الأعمدة) والأرقام (على يسار الصفوف).

For example:

Let's say you want to add the data from columns A, B, and C, row 4.

- You would type the following in the cell that will create the formula: = A4 + B4 + C4

- لنفترض مثلًا أنك تريد جمع القيم الواردة في الأعمدة A وB وC من الصف 4. في هذه الحالة، ستكتب ما يلي في الخلية التي ستنشئ لك الصيغة البسيطة: = A4 + B4 + C4



Let's say you want to add numbers from the same column (A), but different rows (4-6).

- The column information would still come first: = A4 + A5 + A6

- لنفترض أنك أردت إضافة أرقام من العمود نفسه (A)، لكن من صفوف مختلفة (4-6). في هذه الحالة أيضًا ستأتي بيانات العمود أولًا: = A4 + A5 + A6



1 Choose the correct answer:

1. The ...... is/are used to share the information in a closed and private networ
   a. letters b. internet c. intranet
2. The internet is ...... secure than the intranet.
   a. less b. more
   c. no correct answer
3. Typing ...... in the cell, tells Excel you are creating a formula.
   a. + b. - c. =
4. If you want to sum the values in columns A, B, and C from row 4, the formula is ....
   a. C4 + B4 + A4 b. C4 - B4 - A4 c. A4 + B4 + C5
5. When creating a formula, use the ...... sign for subtraction.
   a. + b. - c. =
6. When creating a formula for division, use the ...... sign.
   a. + b. - c. ÷
7. You want to subtract the values in columns E, C, and A from row 6 then you write the formula ....
   a. = E6 - C6 - A6 b. = E9 - C6 - A9 c. = E9 - C9 - A9

2 Put (✓) or (✗):

1. You must decide to share information using an intranet or the internet. ( )
2. The internet is more secure and private than the intranet. ( )
3. The intranet is used to share the information in an opened network. ( )
4. The data in cells cannot be arranged alphabetically. ( )
5. You can add or subtract any data using Microsoft Excel. ( )

6. To create a simple formula, we select the cell and then type a (÷) sign to let Excel know that we want to create a formula. ( )
7. The rows are labeled with numbers, while the columns are labeled with letters. ( )
8. We can arrange the information alphabetically in Excel using the Sort property. ( )

3 Complete the missing parts using the words between the brackets:

(addition - subtraction - division - letters - numbers - Sort)

1. The information can be arranged alphabetically by the........ property.
2. We use the formula ÷ for the .... process.
3. We use the formula + for the .... process.
4. The rows are labeled with ...., while the columns are labeled with ....

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. The internet	a. can help in arranging the information alphabetically.
2. The intranet	b. is used to subtract two or more cells in Excel.
3. Sort	c. is used to share information in an opened network.
4. +	d. is used to start any formula using Excel.
5. -	e. is used to share information in a closed network.
6. =	f. is used to add two or more cells in Excel.

1. .... 2. .... 3. ....
4. .... 5. .... 6. ....

Revision on Theme 1

1 Choose the correct answer:

1. A school's computer lab is an example of ....
   a. open networks b. closed networks c. the internet
2. Braille method allows blind people to ....
   a. write b. read c. speak
3. To store and share information, we use the ....
   a. scanner b. printer c. flash memory
4. The .... is/ are used to share information in a closed and private network.
   a. letters b. internet c. intranet
5. Fred Hiebert used .... to present his discoveries for his colleagues.
   a. MS Word b. MS Excel c. MS PowerPoint
6. When creating a formula, use the .... sign for subtraction.
   a. + b. - c. =
7. .... folders help us to manage files using information technology.
   a. Creating b. Deleting c. Copying
8. .... is faster than hard disk drive and can store files.
   a. External hard disk b. Flash memory c. Router
9. .... is used to communicate formally with your colleagues.
   a. Facebook b. E-mail c. Instant message
10. The router is considered a/an ....
    a. famous browser b. anti-virus c. gateway for the internet
11. The .... is a network that connects computers from all around the world.
    a. internet b. intranet c. LAN
12. .... is training someone on a subject you have a lot of experience in.
    a. Communication b. Mentoring c. Learning

13. .... is a device that connects a computer to the internet via Wi-Fi.
 a. Ethernet cable b. Router c. Ethernet port

14. Typing .... in the cell, tells Excel you are creating a formula.
 a. + b. – c. =

15. Which problem would you use the Ethernet cable to solve?
 a. Not able to store files.
 b. A poor video conference connection.
 c. Trouble processing large files.

16. .... is a part of the internet network, made up of web pages and sites that people can navigate.
 a. Video chat b. Search engine c. World Wide Web

17. Mr. Hiebert prefers .... to communicate with others.
 a. virtual meetings b. TV programs
 c. face-to-face meetings

18. To write the word "apple", you need .... to represent it in a computer system.
 a. 5 bits b. 5 bytes c. 8 bits

19. The .... is private to only those who are a part of an organization.
 a. internet b. intranet c. LAN

20. Mr. Hiebert holds .... using platforms like Zoom and whatsApp.
 a. virtual meetings b. face-to-face meetings
 c. TV programs

21. If you want to sum the values in columns A, B, and C from row 4, the formula is ....
 a. C4 + B4 + A4 b. C4 - B4 - A4 c. A4 + B4 + C5

22. Check for software updates when ....
 a. there is no internet connection
 b. downloading a file is very slow
 c. the computer slows down when opening an app

23. .... is a networking technology that connects wireless mobile devices.
 a. Bluetooth b. Ethernet Cable c. Router

24 Mr. Hiebert uses MS Excel to prepare ....
a. reports b. presentations c. graphs

25 ...... measures the number of cycles your CPU carries out per second.
a. Gigahertz b. Mbps c. Byte

26 When the browser is running slow, you have to ....
a. delete unwanted apps b. check Wi-Fi signal
c. restart your router

27 You can contact the customer service of your ISP for help when ....
a. internet connection is interrupted.
b. the browser is running slow
c. an app do not open

28 You can use .... application to buy anything on the internet.
a. browser b. Braille c. e-commerce

29 .... is available for free to all Egyptians registered on the site.
a. EKB b. Google Chrome c. Wikipedia

30 Students who need further explanation of a lesson can use ....
a. libraries b. printed books
c. YouTube channels

31 Time difference between countries is a great problem during ....
a. face-to-face meetings b. virtual meetings c. sending e-mails

32 .... is used to restore or to transfer files and data between computers.
a. HDMI b. CPU c. Flash memory

33 .... connect(s) computers together to share important information.
a. Computer accessories b. Computer networks
c. Computer hardware

34 The first step to solve any computer problem is to .... it.
a. identify b. plan c. leave

35 .... is a cable that transmits sounds and images to and from devices.
a. Ethernet cable b. HDMI c. Router cable

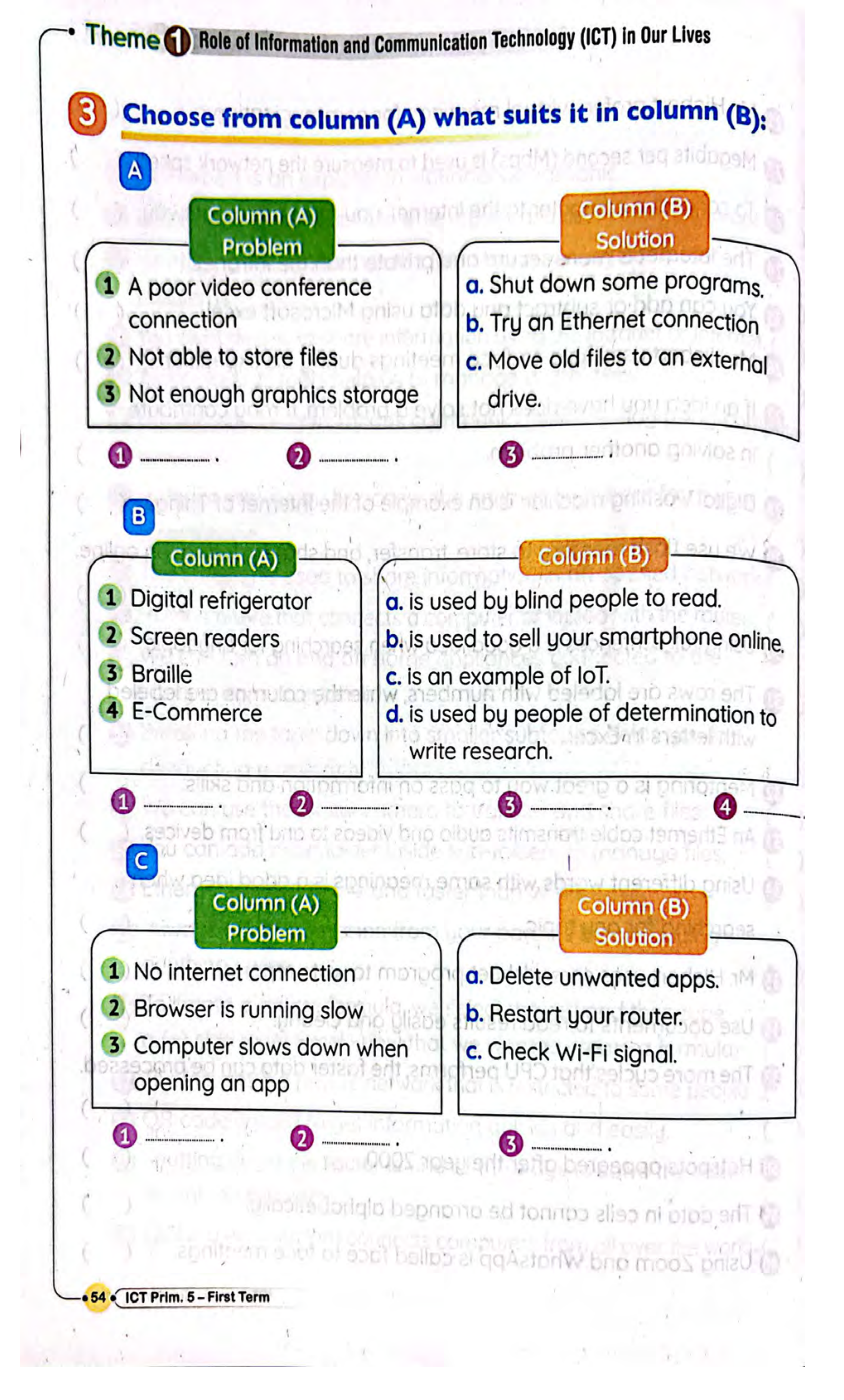
36 When creating a formula for division, use the .... sign.
a. + b. – c. ÷

37. .... consists of devices linked to the internet via Wi-Fi.
    a. CPU b. IoT c. DSL
38. .... is the smallest unit of data in your computer.
    a. Mbps b. Byte c. Bit
39. .... is a device that connects your computer to an ISP.
    a. Ethernet cable b. Router c. Ethernet port
40. Visually impaired people can use .... for doing their homework.
    a. Braille b. screen readers c. Zoom
41. .... measures the speed of a network or internet connection.
    a. Gigahertz b. Mbps c. Byte
42. .... consists of one computer connected to a printer or a router.
    a. Internet b. Intranet c. LAN
43. Mr. Hiebert used .... to share his discoveries with his colleagues.
    a. MS Word b. MS Excel c. video conference
44. Try a new Ethernet cable when ....
    a. there is no internet connection
    b. downloading files is very slow
    c. the computer slows down when opening an app
45. Before you express the data in a graph, you must ....
    a. share it online b. analyze it c. delete it
46. A .... is used to save images on a computer to use them later.
    a. scanner b. printer c. router
47. A .... helps us to access information by scanning it with a phone camera.
    a. browser b. QR code c. digital book
48. What is the first step that helps you to organize data in your computer?
    a. Add sub-folder. b. Type a name for the folder.
    c. Create the main folder.
49. The best way to collect information is getting it from ....
    a. Facebook b. books c. WhatsApp

2 Put (✓) or (✗):

1. Mr. Hiebert is an explorer in National Geographic. ( )
2. Braille helps blind students to write reports and doing their homework. ( )
3. Identifying the problem is the last step in solving computer problems. ( )
4. You must decide to share information using the intranet or internet. ( )
5. Technological tools help us to manage digital files. ( )
6. Humans and organizations communicate every day using computer networks. ( )
7. Hotspot allows you to access the internet anywhere from your smartphone. ( )
8. The intranet is used to share information in an opened network. ( )
9. HDMI is a wire that connects a computer or laptop with the router. ( )
10. We can turn on and off home appliances connected to the internet from a distance. ( )
11. Breaking the topic down into smaller subtopics helps you in conducting a research. ( )
12. We can use the digital camera to transfer and share files. ( )
13. You can add main folder inside sub-folders to manage files. ( )
14. Ethernet is more stable and faster than Wi-Fi. ( )
15. Always ask a permission from your parents before buying anything online. ( )
16. To create a simple formula, we select the cell and then type a (÷) sign to let Excel know that we want to create a formula. ( )
17. The internet is a private network that is restricted to some people. ( )
18. QR code is used to get information quickly and easily. ( )
19. Shutting down the router is one of the ways to solve the slow download problem. ( )
20. LAN is a network that connects computers from all over the world. ( )

21. Mr. Hiebert prefers virtual meetings for communication. ( )
22. Megabits per second (Mbps) is used to measure the network speed. ( )
23. To connect a computer to the internet, you must use a gateway. ( )
24. The internet is more secure and private than the intranet. ( )
25. You can add or subtract any data using Microsoft excel. ( )
26. Mr. Hiebert uses face-to-face meetings during his expedition. ( )
27. If an idea you have does not solve a problem, it may contribute in solving another problem. ( )
28. Digital washing machine is an example of the Internet of Things. ( )
29. We use flash memory to store, transfer, and share information online. ( )
30. Using full sentences is a good idea when searching for any topic. ( )
31. The rows are labeled with numbers, while the columns are labeled with letters in Excel. ( )
32. Mentoring is a great way to pass on information and skills. ( )
33. An Ethernet cable transmits audio and videos to and from devices. ( )
34. Using different words with same meanings is a good idea when searching for any topic. ( )
35. Mr. Hiebert uses spreadsheet program to write reports. ( )
36. Use documents to read results easily and clearly. ( )
37. The more cycles that CPU performs, the faster data can be processed. ( )
38. Hotspots appeared after the year 2000. ( )
39. The data in cells cannot be arranged alphabetically. ( )
40. Using Zoom and WhatsApp is called face to face meetings. ( )



3 Choose from column (A) what suits it in column (B):

A

Column (A) Problem	Column (B) Solution
1 A poor video conference connection	a. Shut down some programs.
2 Not able to store files	b. Try an Ethernet connection
3 Not enough graphics storage	c. Move old files to an external drive.

1 .... 2 .... 3 ....

B

Column (A)	Column (B)
1 Digital refrigerator	a. is used by blind people to read.
2 Screen readers	b. is used to sell your smartphone online.
3 Braille	c. is an example of IoT.
4 E-Commerce	d. is used by people of determination to write research.

1 .... 2 .... 3 .... 4 ....

C

Column (A) Problem	Column (B) Solution
1 No internet connection	a. Delete unwanted apps.
2 Browser is running slow	b. Restart your router.
3 Computer slows down when opening an app	c. Check Wi-Fi signal.

1 .... 2 .... 3 ....

D

Column (A)	Column (B)
1 Digital camera	a. helps us to enter and store images into a computer.
2 QR Code	b. is used to analyze and graph information.
3 Scanner	c. takes pictures and videos during video chats.
	d. is a quick and easy way to share information.

1 .... 2 .... 3 ....

E

Column (A)	Column (B)
1 The internet	a. can help in arranging the information alphabetically.
2 The intranet	b. is used to subtract two or more cells in Excel.
3 Sort	c. is used to share information in an opened network.
4 +	d. is used to start any formula using Excel.
5 –	e. is used to share information in a closed network.
6 =	f. is used to add two or more cells in Excel.

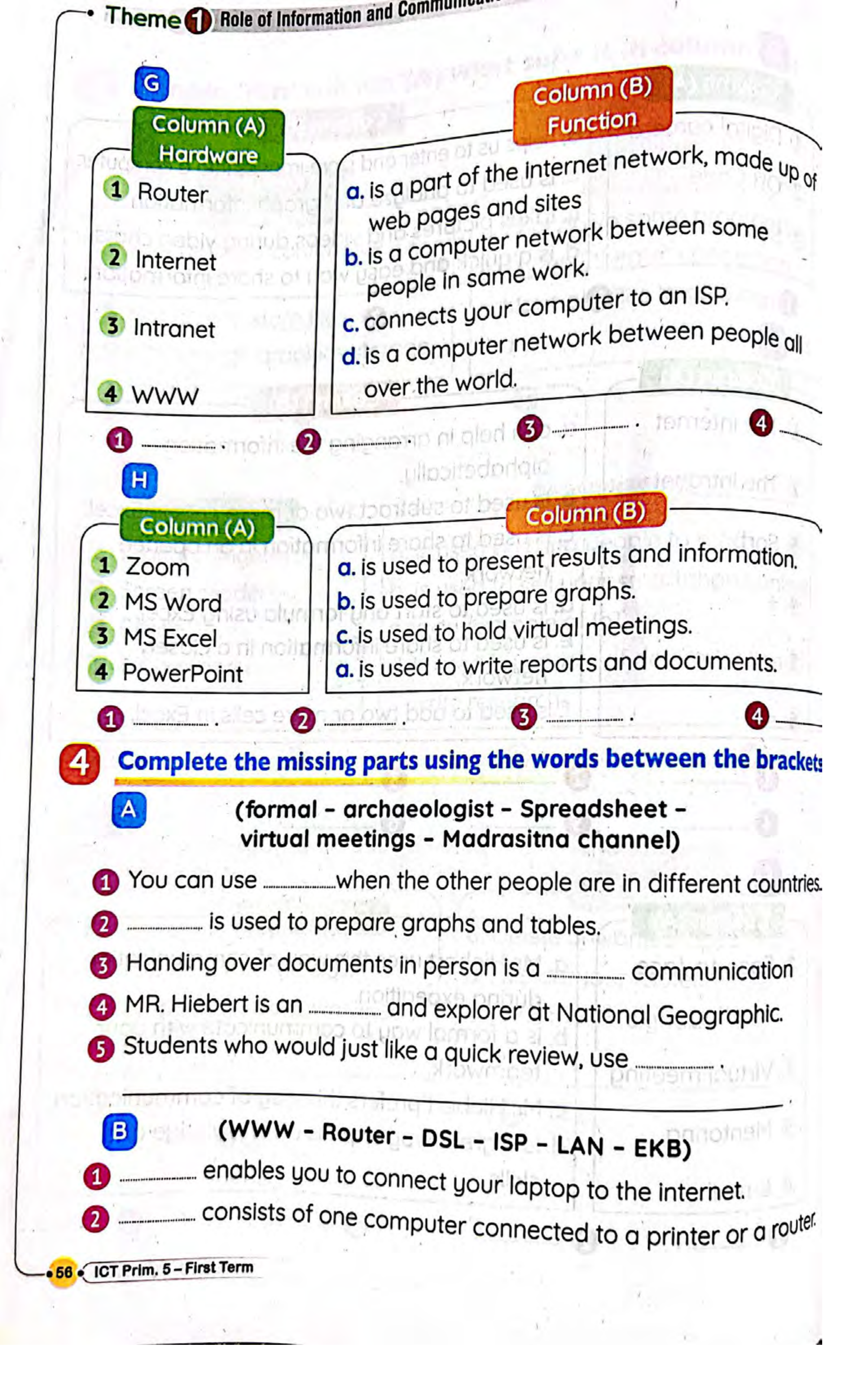
1 .... 2 .... 3 ....

4 .... 5 .... 6 ....

F

Column (A)	Column (B)
1 Face-to-face meeting	a. Mr. Hiebert uses this way of communication during expedition.
2 Virtual meeting	b. is a formal way to communicate with your teamwork.
3 Mentoring	c. Mr. Hiebert prefers this way of communication.
4 E-mail	d. is a great way to pass on knowledge and skills

1 .... 2 .... 3 .... 4 ....



G

Column (A) Hardware	Column (B) Function
1 Router	a. is a part of the internet network, made up of web pages and sites
2 Internet	b. is a computer network between some people in same work.
3 Intranet	c. connects your computer to an ISP.
4 WWW	d. is a computer network between people all over the world.

1 .... 2 .... 3 .... 4 ....

H

Column (A)	Column (B)
1 Zoom	a. is used to present results and information.
2 MS Word	b. is used to prepare graphs.
3 MS Excel	c. is used to hold virtual meetings.
4 PowerPoint	a. is used to write reports and documents.

1 .... 2 .... 3 .... 4 ....

4 Complete the missing parts using the words between the brackets

A **(formal - archaeologist - Spreadsheet - virtual meetings - Madrasitna channel)**

1. You can use .... when the other people are in different countries.
2. .... is used to prepare graphs and tables.
3. Handing over documents in person is a .... communication
4. MR. Hiebert is an .... and explorer at National Geographic.
5. Students who would just like a quick review, use ....

B **(WWW - Router - DSL - ISP - LAN - EKB)**

1. .... enables you to connect your laptop to the internet.
2. .... consists of one computer connected to a printer or a router.

3. .... is a part of the internet network, made up of web pages and sites.
4. ...... is the internet service provided by Egyptian companies to citizens
5. .... is available for free to all Egyptians who register on the site.

C **(Flash memory - HDMI - Ethernet cable - Router)**

1. .... stores information and runs faster than a hard disk.
2. .... connects your computer or laptop to the router.
3. .... connects the computer to the internet via Wi-Fi or Ethernet.
4. .... is a cable that transmits audios and videos to and from devices.

D **(QR code - scanner - computer - Flash memory - Camera - Libraries)**

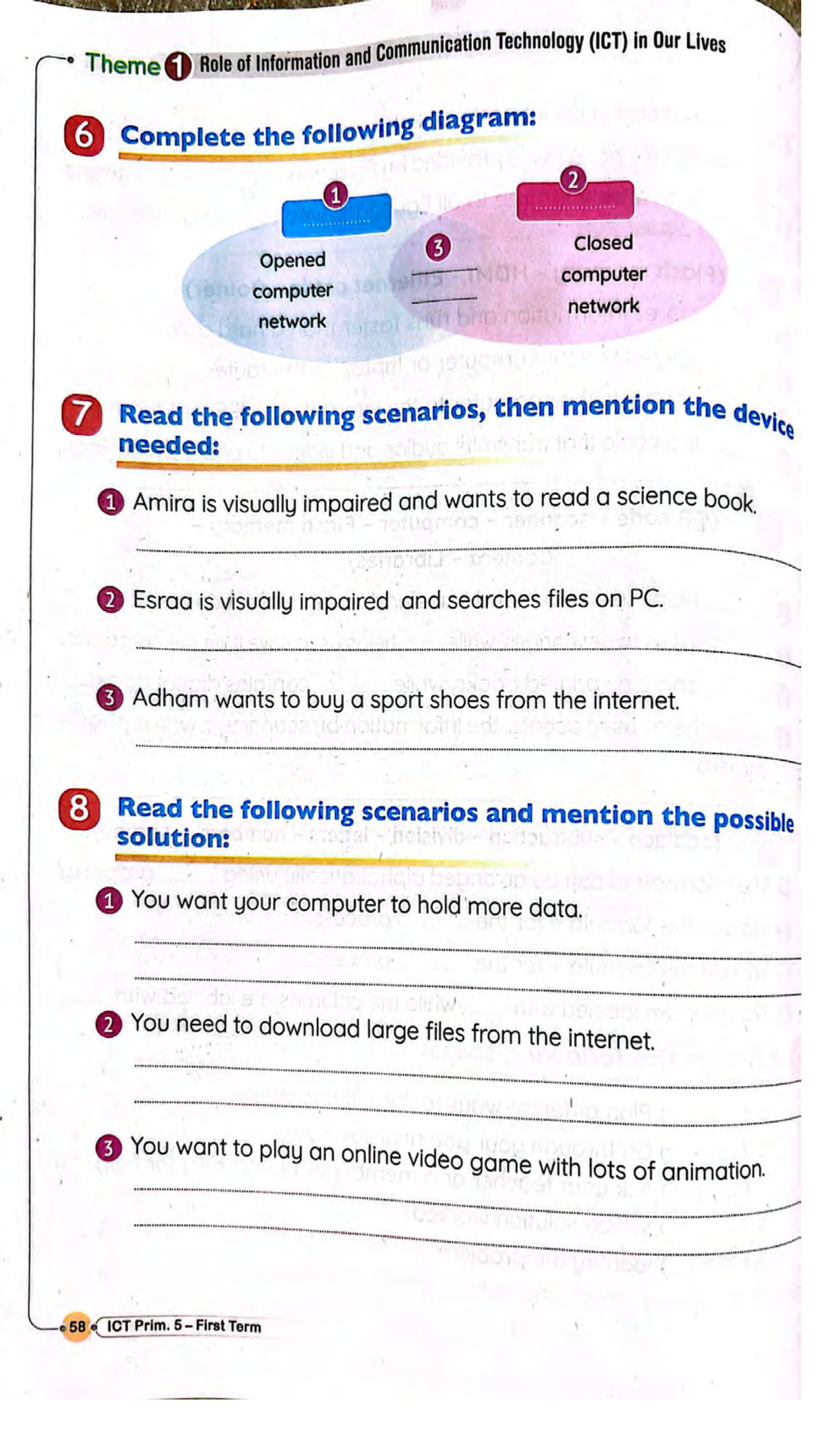
1. .... helps us to store and transfer data and information.
2. ...... helps us to get images, while ...... helps us to save it on the computer.
3. .... contains printed books, while .... contains digital books.
4. .... helps us to access, the information by scanning it with a phone camera.

E **(addition - subtraction - division - letters - numbers - sorting)**

1. The information can be arranged alphabetically using .... property
2. We use the formula ÷ for the .... process.
3. We use the formula + for the .... process.
4. The rows are labeled with ......, while the columns are labeled with ....

5 Arrange the following steps:

a. (..........) Plan different ways to solve the problem.
b. (..........) Go through your potential solutions.
c. (..........) Ask your teacher or a member of your family for help.
d. (..........) Which solution worked?
e. (..........) Identify the problem.



6 Complete the following diagram:

1 ....

2 ....

3 ______ ______

7 Read the following scenarios, then mention the device needed:

1. Amira is visually impaired and wants to read a science book.

____

2. Esraa is visually impaired and searches files on PC.

____

3. Adham wants to buy a sport shoes from the internet.

____

8 Read the following scenarios and mention the possible solution:

1. You want your computer to hold more data.

____

____

2. You need to download large files from the internet.

____

____

3. You want to play an online video game with lots of animation.

____

____

Theme 2

Digital Safety and Security Precautions

Lesson 1 Explorer in Action

Lesson 2 Protecting Ourselves and Our Information

Lesson 3 Password Security

Lesson 4 How to Deal with Fake Websites

Lesson 5 Intellectual Property Rights

Lesson 6 Using Digital Sources

Lesson 7 Advanced Searches

Lesson 8 Documenting Information Appropriately



Theme 2 Scope and Sequence

Digital Safety and Security Precautions

Essential Question: How do we keep ourselves and our data safe and secure when using ICT tools?

Lesson	Topics	Skills Integration		
		Life Skills	**Values**	**Issues and Challenges**
LESSON 1 Explorer in Action	• Copyright in relation to photographs. • Importance of baking up photograph files.	**Learning to do:** Decision-making	**Academic values:** Appreciation of technology	**Globalization issues:** Technological awareness
LESSON 2 Protecting Ourselves and Our Information	• Protecting personal information and data. • Backing up data.	**Learning to be:** Communication	**Personal values:** Independence	**Citizenship issues:** Legal awareness
LESSON 3 Password Security	• The importance of password protection. • Using multi-factor authentication.	**Learning to know:** Critical thinking	**Work values:** Proficiency	**Globalization issues:** Technological awareness
LESSON 4 How to Deal with Fake Websites	• Identifying who can help with problems with websites.	**Learning to know:** Critical thinking	**Work values:** Proficiency	**Citizenship issues:** Legal awareness
LESSON 5 Intellectual Property Rights	• What copyright means • When to attribute a creator's work.	**Learning to do:** Communication, self-management **Learning to live together:** Empathy	**Work values:** Respect	**Citizenship issues:** Legal awareness **Globalization issues:** Digital citizenship
LESSON 6 Using Digital Sources	• Identifying reliable websites to use as research sources. • Using multiple sources.	**Learning to do:** Decision-making	**Work values:** Transparency and integrity	**Globalization issues:** Technological awareness
LESSON 7 Advanced Searches	• Specific and accurate online search terms. • Search engines and advanced searching tools.	**Learning to do:** Productivity	**Scientific values:** Curiosity **Work values:** Proficiency, perseverance	**Globalization issues:** Civilizational communication
LESSON 8 Documenting Information Appropriately	• Paraphrasing online content. • How to quote online content. • How to cite online sources.	**Learning to do:** Decision-making, productivity	**Work values:** Proficiency	**Citizenship issues:** Legal awareness



Explorer in Action

Jeff Kerby



- Jeff Kerby is an ecologist and a photographer.
- He has worked on exciting photography expeditions in Africa, North America, and the Arctic.
- He mainly photographs landscapes and animals.

- جيف كيربي عالم بيئي ومصور فوتوغرافي.
- شارك في بعثات تصوير فوتوغرافي مشوقة في إفريقيا وأمريكا الشمالية والقطب الشمالي.
- وأكثر ما يصوره جيف كيربي هي المناظر الطبيعية والحيوانات.

Photography expeditions

They are trips to places where one takes photographs of the area.

بعثات التصوير الفوتوغرافي هي رحلات إلى أماكن يلتقط فيها الشخص صورًا للمنطقة التي يزورها.



Jeff Kerby's Trip preparations

1 Preparations:



When Mr. Kerby prepares for a trip.

1. He considers exactly where he's going.
2. He thinks of what he is going to do there.
3. He thinks of how he will carry out his work securely.

عند استعداد جيف كيربي لإحدى الرحلات،

يفكر جيدًا في المكان الذي سيتجه إليه، وفي الأشياء التي سيفعلها هناك، وفي كيفية تأدية عمله بأمان.

2 Tools and equipment:

He travels with his:

1. Camera (with several camera lenses and batteries)
2. Laptop
3. Hard drives
4. Phone (to take quick photos).
4. GPS (used to navigate location).
5. Drone

كاميرا الخاصة به مع العديد من عدساتها، وبطارياتها
جهاز كمبيوتر محمول
محركات أقراص صلبة
هاتف محمول لالتقاط صور سريعة
التنقل باستخدام الـ GPS
طائرة من دون طيار

At the end of each day,

- Mr. Kerby backs up all of the images he has taken with his camera or drone onto two external hard drives.
- If he needs to share any photos with his colleagues immediately, he uses cell phone applications.

نهاية كل يوم،

يحرص جيف كيربي على إنشاء نسخة احتياطية على قرص صلب خارجي لجميع الصور التي التقطها بالكامير أو الطائرة من دون طيار وإذا احتاج إلى مشاركة أي صور مع زملائه على الفور، فإنه يستخدم تطبيقات الهاتف المحمول.





Images' Copyrights حقوق التأليف والنشر للصور



Owning photos:

- Everyone owns the copyright to images they take unless they sell those rights before or after they take them.
- Photographers have the legal right or copyright to publish or sell their photos.

يمتلك الجميع حقوق النشر للصور التي يلتقطونها إلا إذا باعوها قبل التقاط الصور أو بعد ذلك.

للمصورين الحق القانوني أو حقوق النشر لنشر أو بيع الصور.

2 Copyright infringement:



Some people use photographs that were taken by others without asking permission or without purchasing the right to use the images.

يستخدم بعض الأشخاص صورًا التقطها آخرون من دون طلب إذنهم، أو من دون شراء حق استخدام الصور، وهذا يسمى «انتهاك حقوق النشر».

How can photographers protect their work



1. They place a watermark on their photos.
2. They add copyright information, such as their name, to the metadata of each photo.



كيف يمكن للمصورين حماية أعمالهم؛

1. يضعون علامة مائية على صورهم.
2. يضيفون معلومات متعلقة بحقوق النشر، مثل اسمهم، إلى البيانات الوصفية الخاصة بكل صورة.

Mr. Kerby ensures his work is protected by:

1. Sharing his **high-resolution photos** only with people he trusts.
2. Sharing his **low-resolution photos** that won't look good if printed or uploaded to a website.
3. Reverse image searches to find out if any of his photos are being used without his permission.

يضمن جيف كيربي حماية أعماله من خلال:

عدم مشاركة صوره عالية الدقة إلا مع الأشخاص الذين يثق بهم.

يشارك صورًا ذات دقة منخفضة، التي لن تبدو جيدة إذا طبعت أو رفعت على موقع إلكتروني.

كما أنه يستخدم عمليات البحث عن الصور المعكوسة ليعرف ما إذا كانت أي من صوره تستخدم من دون إذنه.

Copyright Infringement and the Law

Article 69 in the 2014 Egyptian constitution confirms that:

- The state protects all types of intellectual property in all fields through a specialized body that defends these rights.
- Many Egyptian laws protecting copyright have been written based on this article.



«انتهاك حقوق النشر» والقانون المصري؛

إذ تنص المادة 69 من الدستور المصري لعام 2014 على:

- "تلتزم الدولة بحماية حقوق الملكية الفكرية بشتى أنواعها في كافة المجالات، وتنشئ جهازًا مختصًا لرعاية تلك الحقوق وحمايتها القانونية، وينظم القانون ذلك.
- ولقد صِيغ العديد من القوانين المصرية التي تحمي حقوق النشر بناء على هذه المادة.









1 Choose the correct answer:

1. .... is an ecologist and he photographs mainly landscapes and animals.
   a. Albert Lin b. Fred Hiebert c. Jeff Kerby
2. When Jeff Kerby prepares for a trip, he thinks carefully about ....
   a. the things he will do
   b. the places he will go to c. a&b
3. Jeff kerby use, all these tools in his expedition, except ....
   a. GPS b. GPR c. drones
4. A .... is used to back up all the photos you take.
   a. drone b. GPS c. hard disk drive
5. Sometimes, the photographer uses his .... to take quick pictures.
   a. computer b. mobile phone c. GPS
6. If Jeff Kerby needs to share photos with his colleagues immediately, he uses ....
   a. cell phone applications
   b. camera and drones
   c. social media sites
7. Jeff Kerby uses .... to navigate places.
   a. hard disk drives b. GPS c. laptops
8. Photographers share their high-resolution photos with ....
   a. people they know b. people they trust c. all people
9. Photographers should protect their works by not sharing images with ....
   a. high resolution b. low resolution c. watermarks
10. using photographs that were taken by others without asking permission is ....
    a. owning images b. copyright infringement
    c. back-up copies

2 Put (✓) or (✗):

1. Jeff Kerby is an archaeologist and explorer in National Geographic. ( )
2. Photography expeditions are trips to places where one photographs an area. ( )
3. We can take quick photos using our mobile phone. ( )
4. Drones help us to navigate the places. ( )
5. We can take a backup of any files to an external hard drive. ( )
6. Photographers can place a watermark on their photos. ( )
7. Photographers don't have the legal right to publish or sell their photos. ( )
8. People can use photographs without asking permission from their owners. ( )
9. Jeff Kerby shares his high-resolution photos with others. ( )
10. Many Egyptian laws protect the copyright of people. ( )

3 Complete the missing parts using the words between the brackets:

(high-resolution photos – Low-resolution photos – Copyright infringement – watermark)

1. .... is using photographs that were taken by others without asking permission.
2. Photographers can place a .... on their photos.
3. .... won't look good if printed or uploaded to a website.
4. Jeff Kerby shares his .... only with people he trusts.

4 Correct the underlined words:

1. Jeff Kerby is an <u>archaeologist</u> and a photographer. (..................)
2. <u>A laptop</u> is used to take quick photos. (..................)

3. You can back up a large file on an external phone. (..........)
4. Tourists can use GPR to go to the museum. (..........)
5. Jeff Kerby shares any photos with his colleagues using drones. (..........)

5 Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1. Watermark	a. A photographer can share them for public.
2. Low-resolution photographs	b. don't look good if printed or uploaded to a website.
3. High-resolution photographs	c. Photographers can place it on their photos to protect them.

1. .... 2. .... 3. ....

B

Column (A)	Column (B)
1. External hard drive	a. is used to navigate areas.
2. Mobile phone	b. is used to backup and store large files.
3. GPS	c. is used to take quick photos, then share them online.

1. .... 2. .... 3. ....



Protecting Ourselves and Our Information

» Why is it important to protect the data on a computer or other device?

لماذا من المهم حماية البيانات الموجودة على جهاز الكمبيوتر أو أي جهاز آخر؟

Protecting Your Personal Data

Personal information

- Personal information includes your name, address, date of birth, and passwords.
- Personal information is called Personally Identifiable Information (PII).

تشمل بياناتك الشخصية كلًا من: اسمك وعنوانك وتاريخ ميلادك وكلمات المرور الخاصة بك.



Hackers can:

1. Use the internet to break into a computer system and steal personal information.
2. Use someone's e-mail address and password to send a virus to all the e-mail addresses in your e-mail account.
3. use an adult's bank account number to take money from that account.

يمكن للمخترقين أن يقوموا بـ:

1. استخدام شبكة الإنترنت لاقتحام أنظمة الكمبيوتر وسرقة المعلومات الشخصية.
2. استخدام عنوان البريد الإلكتروني وكلمة المرور لأحد الأشخاص؛ لإرسال فيروس إلى جميع عناوين البريد الإلكتروني الموجودة.
3. استخدام رقم الحساب المصرفي لأحد البالغين لسرقة أموال من هذا الحساب الإلكتروني.







There Are Many Ways You Can Keep Your PII Safe

1. Limit the personal information you share online.
2. Don't sign up for a website if it asks for too much personal information.



3. Use different strong passwords that:
   a. contain letters, numbers, and special signs.
   b. are different for each website you sign up for, because if your password is discovered, a hacker will access everything.
4. Use anti-virus software on all of your devices
5. Update your devices regularly. The updates include changes that keep your data safe.

هناك العديد من الطرق التي يمكنك من خلالها الحفاظ على أمان معلوماتك الشخصية الخاصة بك، أبرزها:

1. الحد من المعلومات الشخصية التي تشاركها عبر الإنترنت.
2. عدم الاشتراك في موقع إلكتروني يطلب منك الكثير من المعلومات الشخصية.
3. استخدام كلمات مرور قوية تحتوي على حروف وأرقام وعلامات خاصة، وتكون مختلفة لكل موقع إلكتروني تسجل فيه؛ حيث إنه إذا اكتشف المخترق كلمة المرور الخاصة بك، فسيتمكن من الوصول إلى كل شيء.
4. استخدم برامج مكافحة الفيروسات على جميع أجهزتك.
5. احرص على تحديث أجهزتك بانتظام، إذ تتضمن التحديثات تغييرات تحافظ على أمان بياناتك.

Think and answer!



» You want to create an account for an online quiz that tells you the job you should have when you grow up.
Which pieces of PII do you think are OK to share?

Register new account

Your first name
Your age
Your last name
Your date of birth
Your address
Your place of birth
The name of your school
Your parent's bank account number OR credit card number

Create Account | Cancel

Lost files:

- You should also know how to protect the files that you create or store on a device from viruses, software problems, or human errors, such as dropping and breaking your laptop.

- يجب أن تعرف أيضًا كيفية حماية الملفات التي تنشئها أو تخزنها على الأجهزة من الفيروسات أو من المشكلات المتعلقة بالبرمجيات أو من الأخطاء البشرية، مثل سقوط جهاز الكمبيوتر المحمول أو تحطمه.

There Are Several Ways to Back up Your Data

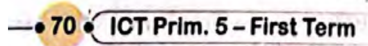
1. You can use some apps and software programs that back up data automatically.
2. You can use a data-storage device that you attach to your computer, such as:
   a. flash memory
   b. external hard drive

- This is called a hybrid backup and it is a safer way to back up and store files.
- The hard disk has more space than the flash memory, but it may also be used for the same purpose.
- An external hard disk drive is one of the accessories that you can use to save your files securely, and backup copies of your files that are important and private to you to prevent the possibility of losing them on your device.

طرق إنشاء نسخة احتياطية من ملفاتك:

1. يمكنك استخدام بعض التطبيقات والبرمجيات تنشئ تلقائيًا نسخًا احتياطية من الملفات.
2. يمكنك استخدام جهاز حفظ وتوصيله بجهاز الكمبيوتر الخاص بك، مثل الفلاش ميموري، أو محرك قرص صلب خارجي.

- وهذا ما يسمى بالنسخ الاحتياطي المختلط وهي طريقة أكثر أمانًا لعمل نسخة احتياطية من الملفات وتخزينها.
- يحتوي القرص الصلب على مساحة أكبر من ذاكرة فلاش، ولكن يمكن استخدامه أيضًا لنفس الغرض.
- يعد محـرك الأقـراص الثابـتة الخارجـي أحد الملحقات التي يمكنـك استخدامها لحفظ ملفاتـك بشكل آمن، والنسخ الاحتياطية لملفاتك المهمة والخاصة بالنسبة لك لمنع احتمال فقدها على جهازك.





1 Choose the correct answer:

1. .... use the internet to break into your computer to steal your information.
   a. Programmers b. Hackers c. Thieves

2. .... information includes your name, address, and passwords.
   a. Internet b. Public c. Personal

3. To keep your data safe, use .... programs on all your devices.
   a. social media b. anti-virus c. browser

4. Passwords must be ....for each website you register on.
   a. different b. weak c. similar

5. .... is considered a strong password.
   a. Ahmed123 b. abcd895 c. Ac#258#h

6. If a website asks you to enter much personal information, you will ....
   a. enter all your data
   b. enter trusted data only
   c. avoid using this website

7. .... your devices regularly keeps your data safe.
   a. Uploading b. Updating c. Restarting

8. A/An .... is used to save your important files securely.
   a. flash memory b. CD drive
   c. external hard drive

2 Put (✓) or (✗):

1. Hacker can steal your personal information without using the internet. ( )
2. Hackers can use the bank account number of an adult to take money from that account. ( )
3. We must try to limit the personal information we share online. ( )
4. Hackers can send a virus to all the email addresses in your e-mail account. ( )
5. Websites that ask for too much personal information are safe. ( )
6. A strong password must contain letters, numbers, and special signs. ( )
7. Anti-virus helps you to keep your private data safe. ( )
8. Some software programs back up data automatically. ( )
9. Hybrid backup is a safer way to back up and store files. ( )
10. Both hard disks and flash memory are used for the same purpose.( )
11. The flash memory is preferred to store large files than the external hard drive. ( )

3 Complete the missing parts using the words between the bracktes:

(flash memory - Anti-virus - password - Personal information - hard disk)

1. .... helps you in keeping your private data safe.
2. .... includes your name, address, date of birth, and passwords.
3. A .... should include letters, numbers and special signs.
4. The .... has less space than the ...., but they are used for the same purpose.

Lesson 3

Password Security

Reasons to Protect Your Passwords:

» There are many ways hackers can get your password. One way is called phishing.

« هناك طرق متعددة يتمكن من خلالها قراصنة الكمبيوتر الحصول على كلمة المرور الخاصة بك، وإحداها يسمى «التصيد الاحتيالي».

Phishing: التصيد الاحتيالى

It is sending a message via e-mail or social media applications that looks real, but isn't.

وهو إرسال رسالة (عبر البريد الإلكتروني أو تطبيقات التواصل الاجتماعي) تبدو حقيقية، ولكنها ليست كذلك.

Types of phishing scam:



1. A message which says that you have won a prize, but you have to give your bank account details to get the prize.
2. Another encourages you to act quickly.

أنواع التصيد الاحتيالي:



1. رسالة تخبرك بأنك فزت بجائزة، لكن عليك أن تعطي تفاصيل رقم حسابك المصرفي (البنكي) لتحصل عليها.
2. نوع آخر يحثك على التصرف بسرعة.

When an attachment or a file is opened:

Data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information, such as **bank account details**.

عند فتح مرفقات الرسالة الاحتيالية أو الملف المرفق بها:

يتم تثبيت برنامج سرقة البيانات على جهاز الكمبيوتر الخاص بالمستخدم، أو يطلب منه إدخال معلومات تعريف شخصية حساسة، مثل تفاصيل الحساب المصرفي.

Ways of identifying phishing messages:

1. Messages include **misspelled words**, and **grammar errors**.
2. Messages include **requests for too much personal data**.

يمكن التعرف على مثل هذه الرسائل، من خلال احتوائها على أخطاء إملائية ونحوية، وطلبات للحصول على الكثير من البيانات الشخصية.

» **Smishing** is the same thing, but it is a text message instead of an e-mail.

To protect your personal data from hackers, you need:

1 Password managers برنامج إدارة كلمات المرور



» It creates a strong and unique password for each of your accounts.
» It tells you if the passwords you already have are too weak or if you've reused them.
» It can tell you if one of your passwords has been stolen online.

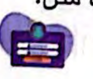
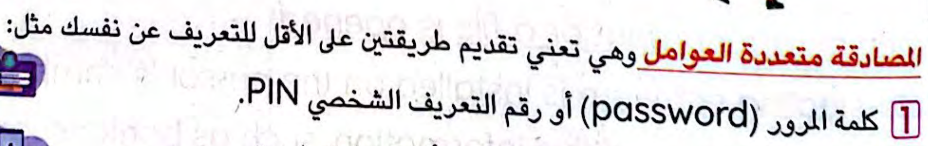
برنامج إدارة كلمات المرور:

1 ينشئ لك كلمات مرور قوية وفريدة لكل حساب من حساباتك.
2 يخبرك أيضًا ما إذا كانت كلمات المرور التي لديك ضعيفة جدًا، أو إذا كنت قد استخدمتها سابقًا.
3 يخبرك أيضًا إذا كانت إحدى كلمات المرور الخاصة بك قد سرقت عبر الإنترنت.

2 Multi-factor authentication (MFA): المصادقة متعددة العوامل



» This means you provide at least two ways of identifying yourself, such as:
1 **A password** or **PIN** (personal identification number).
2 A factor you have, such as an **e-mail** or a **one-time code**.

المصادقة متعددة العوامل وهي تعني تقديم طريقتين على الأقل للتعريف عن نفسك مثل:

1 كلمة المرور (password) أو رقم التعريف الشخصي PIN.
2 عامل آخر أنت تمتلكه، مثل بريد إلكتروني أو رمز لمرة واحدة.



Example (1):

You might enter your password on a game website:

- You receive a text verifying you are signing on to the site, and you won't be able to enter the website unless you complete the two factors.
- This means hackers who access your online passwords through data breaches or phishing attacks can't access your accounts because they don't have the second factor.

قد تدخل مثلًا، كلمة المرور الخاصة بك على موقع إلكتروني للعبة:

- فتتلقى رسالة نصية للتحقق من أنك تسجل دخولك إلى الموقع. ولا يمكنك دخول الموقع وبدء اللعب إلا بعد أن تكمل كلتا الخطوتين.
- وهذا يعني أن المخترقين الذين يصلون إلى كلمات مرورك عبر الإنترنت من خلال عمليات اختراق البيانات أو التصيد الاحتيالي لا يمكنهم الوصول إلى حساباتك لأنهم لا يملكون "العامل الثاني".

Example (2):

When you try to log into the game website on a different PC to your usual PC:

- This message asks you to confirm that you are the person who owns the e-mail address that you are logging in as.
- The text message will include a number code that:
  - gives you access to your account.
  - is specified for a short period of time.
  - is specified for one time only.

عندما تحاول الدخول إلى الموقع الإلكتروني للعبة من جهاز كمبيوتر ليس جهازك المعتاد،

- ستصلك رسالة نصية على تليفونك المحمول، تطلب منك التأكيد على أنك صاحب البريد الإلكتروني الذي تستخدمه للدخول إلى الموقع. وستتضمن هذه الرسالة النصية رمزًا من أرقام صالحًا لمدة زمنية قصيرة، يسمح لك بالوصول إلى حسابك مرة واحدة فقط.







1 Choose the correct answer:

1. ………… is sending a fake message via e-mail or social media applications that looks real.
   a. Smishing b. Phishing c. Virus
2. When you open scam message attachments, data-stealing software is ………… on your PC.
   a. updated b. deleted c. installed
3. Phishing messages can be identified by containing ………… .
   a. trusted information
   b. spelling errors
   c. accurate information
4. Smishing is the same thing as phishing, but it is sent by ………… .
   a. e-mails b. text messages c. social media sites
5. Passwords can be strengthened by ………… .
   a. multi-factor authentication
   b. anti-virus software
   c. web browsers
6. ………… tells you if one of your passwords has been stolen online.
   a. Multi-factor authentication
   b. Anti-virus software
   c. Password manager
7. ………… provides at least two ways of identifying yourself.
   a. Multi-factor authentication
   b. Anti-virus software c. Password manager
8. When you try to log into the game website on a different PC, you will receive a text message including a number code specified for ………… .
   a. a short period of time
   b. a long period of time c. two times only

2 Put (✓) or (X):

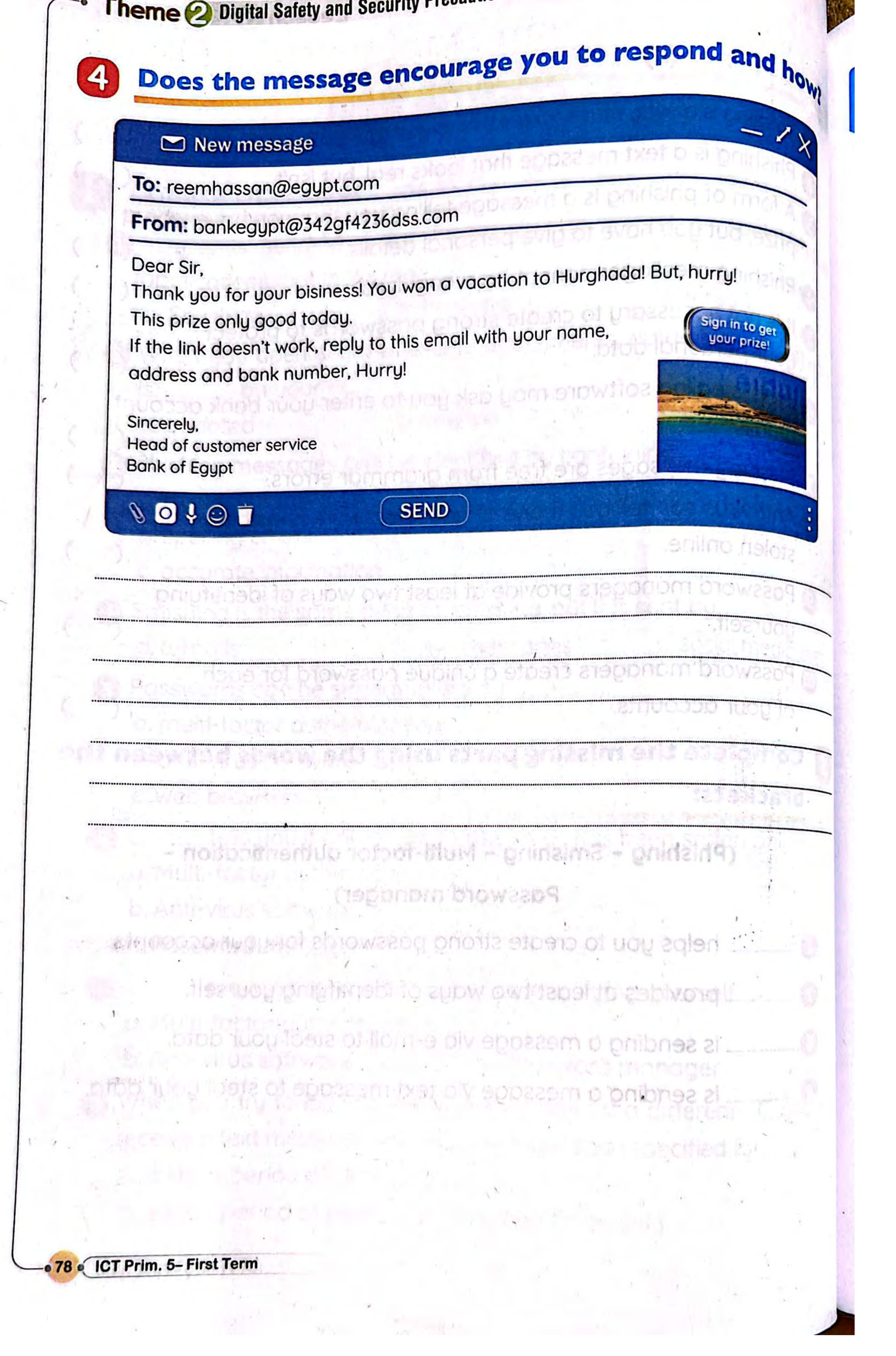
1. Phishing is a way that hackers use to get your password. ( )
2. Phishing is a text message that looks real, but isn't. ( )
3. A form of phishing is a message telling you that you have won a prize, but you have to give personal details. ( )
4. Phishing messages cannot be recognized. ( )
5. It is not necessary to create strong passwords to protect your personal data. ( )
6. Data-stealing software may ask you to enter your bank account details. ( )
7. Phishing messages are free from grammar errors. ( )
8. Anti-virus can tell you if one of your passwords has been stolen online. ( )
9. Password managers provide at least two ways of identifying yourself. ( )
10. Password managers create a unique password for each of your accounts. ( )

3 Complete the missing parts using the words between the brackets:

(Phishing – Smishing – Multi-factor authentication – Password manager)

1. .... helps you to create strong passwords for your accounts.
2. .... provides at least two ways of identifying yourself.
3. .... is sending a message via e-mail to steal your data.
4. .... is sending a message via text message to steal your data.

4 Does the message encourage you to respond and how?



....

....

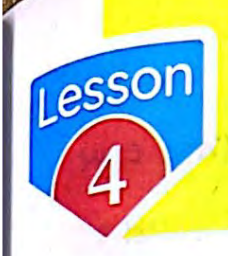
....

....

....

....

....



How to Deal with Fake Websites

People often say "It is too good to be true!", do you believe that?



» When you go online to visit new websites, be careful, Just as you would in any new environment.

« عند الاتصال بالإنترنت لزيارة مواقع إلكترونية جديدة عليك أن تتوخى الحذر، تمامًا كما تفعل في أي بيئة جديدة.



Scam websites:
المواقع الإلكترونية الإحتيالية

These websites can be phishing websites presenting fake situations that try to get your information.

مواقع تصيد احتيالي تتضمن مواقف مزيفة في محاولة للحصول على بياناتك.

Examples of Scam Websites:

These types of websites include

Online Shopping Sites

They never send you the correct items you bought.



مواقع للتسوق عبر الإنترنت

لا ترسل إليك أبدًا الأغراض التي اشتريتها بشكل صحيح.

Scareware Websites

They say your computer has a problem and you need to download something

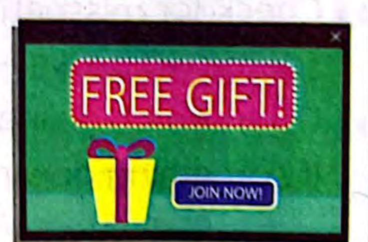


مواقع "برمجيات التخويف"

تتضمن تحذيرات مزيفة تشير إلى وجود مشكلة ما في الكمبيوتر الخاص بك وأنك في حاجة لتحميل تطبيق معين.

Sweepstakes

Scam that offers you a prize that never comes.



مواقع الاحتيال عبر الجوائز

في هذه الحالة تعرض عليك جائزة لا تحصل عليها مطلقًا.

How do scam websites operate



All of these phishing sites operate on the same principles.

- First, they try and bait you. They want you to get excited or draw your attention to the site.
- Next, they try and compromise your privacy by getting your personal information or by getting access to your device.
- Finally, they exploit the information they have gained about you in a bad way to hack your device to make themselves money.



كيفية عمل المواقع الاحتيالية:

إن كل هذه المواقع الإلكترونية الاحتيالية تعمل وفقًا للمبادئ نفسها.

- أولًا، تحاول استدراجك، حيث تسعى إلى إثارة حماسك أو جذب انتباهك إليها.
- بعد ذلك، تحاول اختراق خصوصيتك من خلال الحصول على معلوماتك الشخصية أو اختراق جهازك.
- وأخيرًا، تعمد هذه المواقع إلى استغلال المعلومات التي توصلت إليها عنك بشكل سيء أو إمكانية اختراق جهازك للحصول على المال.



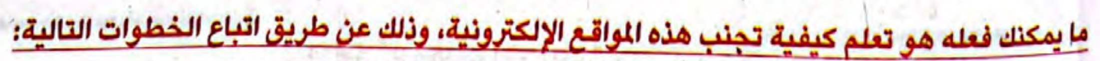
Important Note:

- Each time it will look different, but all scam websites follow these basic principles.

ستبدو الخدعة مختلفة في كل مرة، لكن كافة المواقع الإلكترونية الاحتيالية تتبع هذه الخطوات الأساسية.

How to avoid scam websites

- Check that the URL (Uniform Resource Locator) of the website is credible.
- Check for misspelling or bad grammar, a reliable source will be well-written, with almost no mistakes.
- Do a search online to see if it is a known scam. If something doesn't look right, it most likely is a scam website.



ما يمكنك فعله هو تعلم كيفية تجنب هذه المواقع الإلكترونية، وذلك عن طريق اتباع الخطوات التالية:

- التحقق دائمًا من محدد موقع المعلومات (URL)، وهو عنوان الموقع الإلكتروني.
- التحقق من وجود أخطاء إملائية أو نحوية، فالمصدر الموثوق سيكون مكتوبًا بشكل جيد، مع عدم وجود أي أخطاء تقريبًا.
- إجراء بحث عبر شبكة الإنترنت لمعرفة ما إذا كان الموقع الذي تستخدمه هو موقع احتيالي معروف. بصفة عامة، إذا بدا أمر ما غير صحيح، فإن الموقع على الأرجح موقع احتيالي.

If you are a victim of a scam website:

1. Report it. Tell a trusted adult like your parents or teacher.
2. You can also contact the child helpline or The General Department for Combating Internet Crimes.
3. Report the scam website to the service provider, the e-commerce store, and your bank, with the help of your teacher or family member.

في حال وقعت ضحية لأحد المواقع الإلكترونية الاحتيالية،

1. فعليك الإبلاغ عن الأمر. يمكنك أن تخبر شخصًا راشدًا تثق به مثل والديك أو معلمك.
2. يمكنك الاتصال بخط مساعدة الطفل أو بالإدارة العامة لمكافحة جرائم الإنترنت.
3. أبلغ كذلك كلًّا من مزود الخدمة، والمتجر الإلكتروني، والبنك الذي تتعامل معه بشأن هذا الموقع الاحتيالي، بمساعدة معلمك أو أحد أفراد أسرتك.

Dissecting the URL

- All URLs are made up of three main parts:
  1. The protocol
  2. The resource name
  3. The file path.
- You should understand the different parts of a URL so you can spot something that doesn't look right.

https://www.ekb.com/index.html

PROTOCOL	RESOURCE NAME	FILE PATH
A URL starts with the protocol		The last part of the URL.
This determines how the information will be transferred.	Is the web server, or site, being requested and shows who owns that space.	This identifies the specific resource the link is giving you access to.
Includes http, https.	It often ends with .com, .net, .org, .gov, or .edu.	



1 Choose the correct answer:

1. .... sites contain fake situations in an attempt to steal your data.
   a. Trusted b. Scam c. Reliable
2. To avoid fake situations of websites, you must check the presence of ....
   a. spelling errors
   b. spelling accuracy
   c. reliable content
3. .... offer you a prize that you never get.
   a. Online shopping sites
   b. Scareware websites
   c. Sweepstakes
4. .... contain fake warnings that you need to download a program.
   a. Online shopping sites
   b. Scareware websites
   c. Sweepstakes
5. The Uniform Resource Locator (URL) begins with the ....
   a. resource name b. protocol c. file path
6. The .... indicates who owns this site.
   a. resource name b. protocol c. file path

2 Put (✓) or (✗):

1. You don't have to be careful when visiting new websites. ( )
2. All scam websites follow the same basic principles but in different ways. ( )
3. Scareware websites offer you a prize that you never get. ( )
4. Sweepstakes never send you the correct items you bought. ( )

5. To avoid scam websites, you should check your Uniform Resource Locator (URL). ( )
6. A reliable source will have misspelled words or bad grammar. ( )
7. A URL starts with the protocol. This determines how the information will be transferred. ( )
8. The last part of the URL is the file path. This identifies who owns that space. ( )
9. All URLs are made up of three main parts and we must check them. ( )

3 Read the following scenarios, mention what is wrong with the URL:

1. You want to access the Egyptian Knowledge Bank. You look at the resource name and it says https://www.ekkbb.com.

....

....

2. You try to access the Bibliotheca Alexandrina website online. The URL looks like this: https://bibalex.org.scam.org.

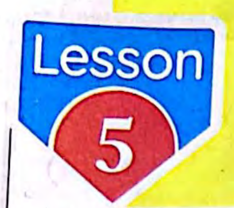
....

....

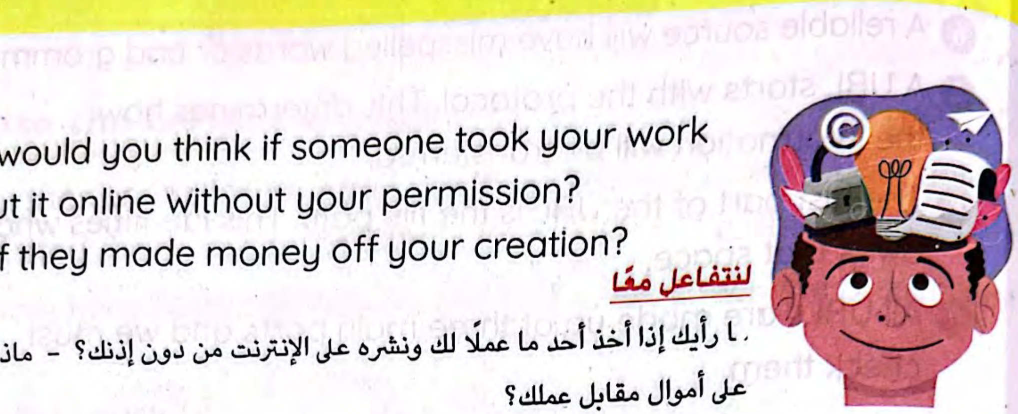
4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. The protocol	a. shows who owns that space.
2. The resource name	b. identifies the specific resource the link is giving you access to.
3. THe file path	c. determines how the information will be transferred.

1. .... 2. .... 3. ....



Intellectual Property Rights



Engage

» What would you think if someone took your work and put it online without your permission?

» What if they made money off your creation?

لنتفاعل معًا

ا رأيك إذا أخذ أحد ما عملاً لك ونشره على الإنترنت من دون إذنك؟ - ماذا لو حصل على أموال مقابل عملك؟

Online Content

- It might be tempting to take the content you see online and copy and paste it into your school report, but the copyright law protects printed content and digital content. Copyright gives creators legal protection for the things they create.

المحتوى الرقمي

قد يكون من المغري أن تأخذ محتوى تجده عبر الإنترنت وتنسخه في تقريرك المدرسي؛ ولكن قانون النشر يحمي حقوق المحتوى المطبوع والرقمي على حد سواء، بمنح المبدعين والمؤلفين الحماية القانونية للأعمال التي ينشئونها (المطبوعة والرقمية).

Copyright © The international symbol for copyright is © (letter C with a circle around it).



حقوق النشر: الرمز الدولي لحقوق النشر هو الحرف C مع دائرة حوله ©.

Copyright protects:

1. Books
2. Images
3. Music
4. Movies
5. Games
6. Computer software
7. Websites

» The copyright for a website is usually at the bottom of the home page.

تحمي حقوق النشر:

1. الكتب
2. الصور
3. الموسيقى
4. الأفلام
5. الألعاب
6. برامج الكمبيوتر
7. المواقع الإلكترونية

« عادة ما تظهر حقوق النشر الخاصة بالمواقع الإلكترونية في أسفل الصفحة الرئيسة.



Examples of Using Copyrighted Content:



- Downloading a TV episode on YouTube.
- Using someone else's artwork on your social media account.

أمثلة لاستخدام المحتوى غير المسموح بنشره:

تنزيل حلقة تلفزيونية على موقع يوتيوب.

استخدام عمل فنيٍّ لشخص آخر على حساب وسائل التواصل الاجتماعي الخاص بك.

When you use copyrighted content:

1. You should respect the creator's work and use it fairly.
2. You should ask for permission to use it.
3. Attribute it or give credit to the creator.



عند استخدامك محتوى محميًا بحقوق النشر:

1. عليك احترام عمل صاحبه.
2. اطلب الإذن قبل استخدام أي محتوى.
3. أسند الأمر إلى صاحبه.

Creative works (commons) that are not covered by copyrights:

1. Public domain.
2. Facts.
3. Discoveries.
4. Official documents such as laws.
5. In Egypt, creative works enter the public domain 50 years after the creator of the work dies.



ما الأعمال الإبداعية التي لا تغطيها حقوق النشر؟

1. الأعمال التي تصنف ملكية عامة.
2. الحقائق والوقائع.
3. الاكتشافات.
4. الوثائق الرسمية مثل القوانين.
5. في مصر، الأعمال الإبداعية التي مر على وفاة صاحبها ٥٠ عامًا تصبح ملكية عامة.



- Are there sources on the internet that do not fall under copyrights?

هل هناك مصادر على شبكة الإنترنت لا تقع تحت طائلة حقوق النشر؟

Creative Commons Reuse License

Means the creator has given permission for their work to be used anytime and anywhere.

If you are searching for free images online.

» You can filter your results to show only images with this license.

« إذا كنت تبحث عن صور مجانية عبر الإنترنت، يمكنك تصفية النتائج الخاصة بك لإظهار الصور فقط مع هذه التراخيص.

رخصة المشاع الإبداعي: يعني أن المنشئ قد أعطى الإذن لاستخدام عمله في أي وقت وفي أي مكان.

Public Domain

Includes all creative works not covered by copyright law.

الملكية العامة: يشمل جميع الأعمال الإبداعية التي لا يغطيها قانون حقوق النشر.

Written Content

During writing a research paper:

» You should only use a small part of someone's writing (few words or a few sentences).

المحتوى المكتوب:

عند إعداد ورقتك البحثية: لا يجوز أن تستعين إلا بجزء صغير فقط من كتابات الشخص الذي ستنقل عنه بعض الكلمات أو الجمل).

There are two ways to use the writings of others:

1. The first is to use the exact words as they are without change.
2. The second is to paraphrase ideas in your own style.

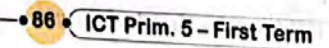
» In both cases, you must mention the names of the writers.

هناك طريقتان للاستعانة بكتابات الآخرين:

الأولى بنقل الكلمات كما هي من دون تغيير.

الثانية بإعادة صياغة الأفكار بأسلوبك الخاص.

« وفي الحالتين يجب أن تذكر أسماء الكتاب.



Images • They are also protected by copyright

When you use an image, you must include:

1. The title
2. The artist or photographer's name
3. A link to the original image
4. What kind of copyright it is protected by

» If you don't want to get permission or buy photos, you can create or take your own photos instead.





الصور

الصور أيضًا مشمولة بحماية حقوق النشر؛

فعندما تريد استخدام إحدى الصور اذكر عنوانها، واسم الرسام أو المصور الفوتوغرافي، ورابط النسخة الأصلية من الصورة، ونوع حقوق النشر التي تحميها.

وإذا كنت لا ترغب في الحصول على إذن أو شراء صور، يمكنك ابتكار صورك الخاصة أو التقاطها بدلًا من ذلك.



1 Choose the correct answer:

1. The international symbol for copyright is letter .... with a circle around it.
   a. R b. S c. C
2. The copyright for a website is usually at the .... of the home page.
   a. bottom b. top c. middle
3. Copyright protects all the following things, except ....
   a. books b. websites c. discoveries
4. Creative works that are not covered by copyright are ....
   a. websites b. public domain c. copyrights
5. When you want to use an image, you must mention the photographer's ....
   a. name b. address c. number
6. .... means that the creator has given permission for their work to be used anytime and anywhere.
   a. Public domain b. Creative commons reuse license
   c. Discoveries and facts
7. During writing a research paper, you should ....
   a. use a few sentences from someone else's writing
   b. not credit the authors
   c. use someone's writing without permission
8. Creative works enter the public domain ....
   a. when you download it b. when the creator dies
   c. after 50 years of the creator's death

2 Put (✓) or (✗):

1. The international symbol for public domain is ©. ( )
2. Copyright law protects both printed and digital content. ( )
3. Copyrights do not protect the photographs of a photographer. ( )
4. Copyright for a website is usually at the top of the home page. ( )
5. It is not necessary to ask permission before using any copyrighted content. ( )

6. You can use someone else's artwork on your social media account. ( )
7. The images and facts are not covered by copyright law. ( )
8. When you search for images online, you can filter your results to show those with a public domain license. ( )
9. We can use public domain sources without obtaining the owner's permission. ( )
10. Creative works become public domain when the creator dies immediately. ( )

3 Which of the following items is copyrighted?

1. Nike ad with a photo in a magazine.
2. A photo you took in front of a Nike store.
3. 200-year-old book about desert life.
4. An online article about cactus.
5. An article about the development of algebra.
6. The mathematical equation $5/2\,x + 5 = 10$

4 Complete the missing parts using the words between the brackets:

(top – videos – discoveries – licenses – Facts – Images – bottom)

1. .... and .... are covered by the copyright law.
2. .... and .... are not covered by the copyright law.
3. You can filter your results to show only images with ....
4. The copyright for a website is usually at the .... of the home page.

5 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Public domain	a. protect both printed and digital content.
2 Copyrights	b. is the international symbol for copyright.
3 ©	c. are creative works that are not covered by copyright law.

1 .... 2 .... 3 ....



Using Digital Sources

Engage

» What are the characteristics of a reliable online source?

Learn

» You may be asked to use some of the resources available online to:

1. Answer a question.
2. Identify solutions to a problem.
3. Conduct study research related to a subject.

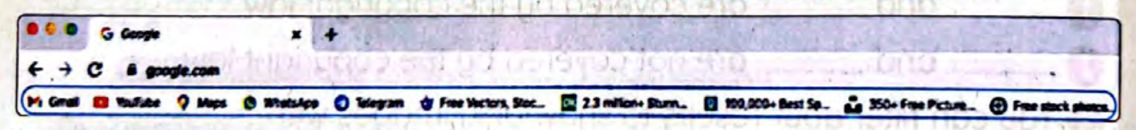
قد يطلب منك استخدام بعض المصادر المتاحة عبر شبكة الإنترنت:

1 للإجابة عن سؤال. 2 للتعرف على بعض الحلول لمشكلة. 3 لإجراء بحث دراسي مرتبط بمادة ما.

During searching, there are steps you should think about:

- Identifying reliable digital sources to accomplish your research tasks.
- Going to the site you want by typing the **URL** in the search engine.

URL is the abbreviation of "Uniform Resource Locator"



- Asking your teacher or a family member for help while browsing a site for the first time.
- Following the sites recommended by your teacher or school, such as the Egyptian Knowledge Bank.
- Often these websites are stored on a bookmark bar in your browser.

خلال البحث هناك خطوات يجب اتباعها:

- تحديد المصادر الرقمية الموثوقة التي تمكنك من إنجاز مهامك البحثية.
- التوجه إلى الموقع الذي تريده من خلال كتابة عنوان الموقع (URL) في محرك البحث.
- الاستعانة بمعلمك أو بأحد أفراد أسرتك أثناء تصفحك موقعًا للمرة الأولى.
- اتباع المواقع المقترحة من معلمك أو مدرستك مثل بنك المعرفة المصري.
- غالبًا ما تُخزَّن هذه المواقع الإلكترونية في شريط الإشارات المرجعية (Bookmark Bar) في متصفحك.



Facts and Opinions



Facts

1. They are based on come from research and observation.
2. They can be proven.
3. They cannot be debated.
4. They are true for everyone.

- تنتج عن البحث والملاحظة.
- ويمكن إثباتها.
- لا تحتمل الجدل.
- وهي تنطبق على الجميع.

Opinions

1. They are based on someone's views and experiences.
2. They cannot be proven.
3. They can be debated
4. They are not true for everyone

- تستند إلى وجهات نظر الشخص وخبراته.
- لا يمكن إثباتها.
- تحتمل الجدل.
- لا تنطبق على الجميع.

Using multiple sources and facts

1. It's a good decision to use multiple sources in your research.
2. This helps make sure you know all the important facts about a topic.

إن استخدام مصادر متعددة أثناء بحثك قرار صائب - ذلك يضمن معرفتك بكل الحقائق المهمة المتعلقة بموضوع معين.



If two online sources have

the same information

- It often means that the facts are true.
- Write notes for the first source.
- Then, scan the next source for additional facts to add to your notes.

إذا تضمن موقعان موثوقان المعلومات نفسها:

غالبًا ما يعني ذلك صحة الحقائق.

اكتب ملاحظات من المصدر الأول.

ثم تفحص المصدر التالي للحصول على معلومات تضيفها إلى ملاحظاتك.

different information

- Double-check that both sites are reliable.
- Then, make sure the information is based on facts instead of opinions.

في حال احتواء موقعين على معلومات مختلفة للموضوع نفسه:

فتحقق جيدًا من أن كليهما موثوق.

تأكد من أن المعلومات مبنية على الحقائق وليس على الآراء.

» Following copyright rules and laws is also a good decision.

إن اتباع قواعد حقوق النشر وقوانينها قرار صائب أيضًا.

Online Sources



1 Maps, graphs, infographics, and charts:

If you need facts that can be measured.



2 Pictures and videos:

- They can also be reliable sources.
- They sometimes help us in in acquiring the information while watching it, better than just reading words.



3 Archives and databases:

- They can also be reliable sources.
- They include books, articles, diaries, letters, and photographs.

استخدم مصادر رقمية (غير المصادر المكتوبة):

1 الخرائط والمخططات والمخططات المعلوماتية والجداول:

- تتضمن حقائق يمكن قياسها.

2 الصور ومقاطع الفيديو:

- يمكن أن تكون مصادر موثوقة.
- تساعدنا أحيانًا على اكتساب المعلومات بالمشاهدة على نحو أفضل من قراءة النصوص فقط.

3 السجلات وقواعد البيانات:

- يمكن أن تكون مصادر موثوقة أيضًا.
- تحوي مواد بحثية متعددة، بما في ذلك الكتب والمقالات والمذكرات والرسائل والصور.



Important Note:

- The Egyptian Knowledge Bank is the best way to find reliable digital sources.





1 Choose the correct answer:

1. You can also go to the site you want by typing the .... in the search engine.
   a. e-mail b. URL c. text message
2. You can store suggested websites in the .... bar in your browser.
   a. tools b. bookmark c. task
3. ....is an example of websites that your teacher or school might suggest for you to find trusted websites.
   a. Wiki
   b. Social media
   c. Egyptian Knowledge Bank
4. .... result from research and observation, they can be proven.
   a. Opinions b. Facts c. Lies
5. .... are based on someone's views and experiences.
   a. Opinions b. Facts c. Lies
6. Using multiple sources during your research is a/an .... decision.
   a. right b. wrong c. unhelpful

2 Put (✓) or (✗):

1. Photos and videos are from the reliable sources. ( )
2. It is not necessary to use multiple sources to answer a question or solve a problem. ( )
3. Facts can be debated and proven and they come from researches. ( )
4. If the same information is found in two reliable sites, that means the information is correct. ( )
5. If your sources from two trusted websites contain the same information, it's a problem. ( )

6. You can ask your teacher for help while browsing a site for the first time. ( )
7. Egyptian Knowledge Bank is a reliable digital source. ( )
8. When using any source, make sure that the information is based on opinions. ( )
9. Pictures and videos help us gain information through watching. ( )
10. Following copyright rules and laws is also a good decision. ( )

3 Complete the missing parts using the words between the brackets:

(URL - Opinions - Computers - Facts- Pictures - Books)

1. .... help us to store and transfer data and information.
2. .... come from research and observation.
3. .... are based on someone's views and experiences
4. You can type the .... in the search engine.
5. .... help us in acquiring the information through watching it better than just reading.

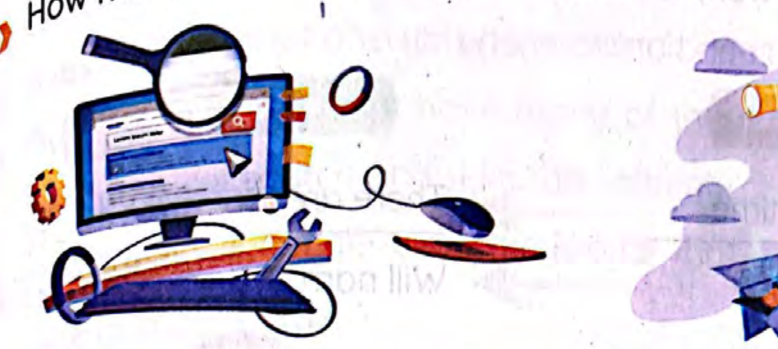
4 Red and choose. You want to use online resources to conduct study research and want to identify the most reliable digital sources that enable you to accomplish your research task. Do you...

1. Use a website recommended by your teacher. ☐
2. Use one source in your research. ☐
3. Use an opinion that has been given on a website. ☐
4. Use archives and databases. ☐
5. Follow copyright rules and laws. ☐



Advanced Searches

» How many internet searches do you think are completed every day?



You can follow these steps to get specific search results



Use a specific search topic and research questions.

For example:

"The Aswan Dam" is not a specific topic.

"The construction of the Aswan Dam" is a specific topic.

What materials were used to build the Aswan Dam?
How many workers built the Aswan Dam? are research questions.



Use research questions to get keywords.

For example:

Question	Keywords
What materials were used to build the Aswan Dam?	"materials" and "Aswan Dam."
Question	**Keywords**
How many workers built the Aswan Dam?	"how many" (or "number"), "workers" and "Aswan Dam".

Accurante Search Terms

1. Use synonyms to make your search terms more accurate.

For example: If you want to research the amount of time 13-to 18-year-old people spend online each day.

Keywords search		Results
Children computer time	→	There are too many results
Teenagers time online	→	Will narrow the results



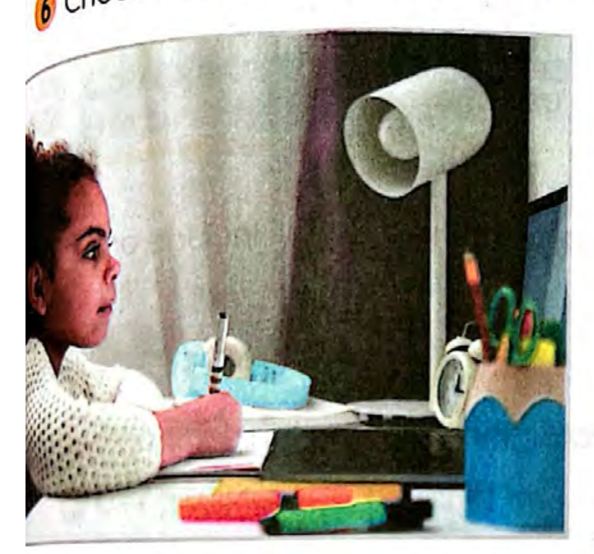
2. If you put the search string in quotation marks, your search will be narrowed even more, to only results in the quotation marks.
3. Search engines suggest keywords and similar searches.
4. Search engines have an advanced searching tool that helps you limit the search results.
   You can use them to combine, or exclude, keywords or limit the results to specific domains, such as .edu or .gov.

Boolean operators and Search Modifiers

Boolean operators	Example	Results
AND	Video games and teenagers	Will include both terms.
OR	Child or teenager	Will include either term.
NOT	Video games not online	Will not include the terms.
" "	"Video games"	Will include the exact terms.
( )	(Video games) teenagers	Prioritize what is in parentheses.
*	Teen*	Will include all forms of a word.

Search Results

1. Scan the summary for each search result.
2. Look for the titles connected to your topic and keywords in bold.
3. Scan for facts that answer your research questions.
4. Choose the results that have many of these items. Then click on each possible source and skim the content.
5. Look for titles, headers, and keywords that match your research topic and questions.
6. Choose the sources with the best match.





نتائج البحث:

1. دقق في ملخص كل نتيجة بحث.
2. ابحث عن العناوين المرتبطة بموضوعك والكلمات المفتاحية بالخط العريض.
3. ابحث عن الحقائق التي تجيب عن أسئلة بحثك.
4. اختر النتائج التي تحوي العديد من هذه العناصر، وتصفح المحتوى
5. ابحث عن العناوين، ورؤوس الموضوعات والكلمات المفتاحية المطابقة.
6. اقرأ المحتوى بسرعة، لموضوع بحثك وأسئلتك؛ وأخيرًا اختر المصادر الأكثر تطابقًا.



1 Choose the correct answer:

1. Use .... words in the search engine to make your search more accurate.
   a. the same b. different c. synonyms
2. .... suggest keywords and similar searches.
   a. Anti-viruses
   b. Search engines
   c. Operating systems
3. To narrow the search results, we use ....
   a. OR b. AND c. " "
4. If you use the .... operator, the results will include one of the two words.
   a. AND b. OR c. NOT
5. If you use the .... operator, the results will include both words.
   a. AND b. OR c. NOT
6. Search engines contain a (an) ....
   a. typing tool
   b. advanced search tool
   c. word processor

2 Put (✓) or (✗):

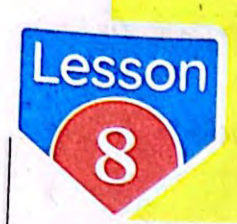
1. To obtain accurate research results, you must define your research topic. ( )
2. Search engines do not suggest keywords and similar searches. ( )
3. Use synonyms to make your search terms more accurate. ( )

4. The advanced search tool can be used to include or exclude keywords. ( )
5. If you target the operator NOT, the results will include both words. ( )
6. Find facts that answer your research questions when doing a research. ( )
7. When you find a search result, select the most different sources. ( )
8. Using the operator OR makes results include all forms of the word. ( )

3 Complete the missing parts using the words between the brackets:

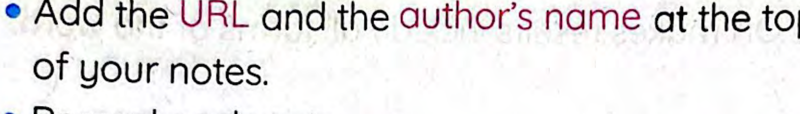
(“ ” - * - AND - NOT - books)

1. Using ...., helps to include both words in your search.
2. Using ...., helps to include either word in your search.
3. Using ...., helps to not include both words in your search.
4. Using ...., helps to include all forms of a word in your search.



Documenting Information Appropriately

» Which do you prefer, taking notes on paper or using computer software? Why?





- You have to write your research paper in your own words. Taking notes in your own words makes this process easier.
- Add the URL and the author's name at the top of your notes.
- Reread each note.
- If information is missing, return to the source and find the missing information.
- When an author's words are important or unforgettable, use quotation marks " " to add those exact words to your notes.

تدوين الملاحظات:

- عليك أن تكتب ورقتك البحثية بأسلوبك الخاص، وذلك يصبح أسهل إذا بدأت بتدوين ملاحظات بصياغتك الخاصة.
- أضف محدد موقع المعلومات واسم المؤلف في الجزء العلوي من ملاحظاتك.
- أعد قراءة كل ملاحظة دونتها.
- إذا وجدت أن هناك معلومات مفقودة، ارجع إلى المصدر وابحث عنها.
- عندما تكون أقوال المؤلف مهمة أو لا تنسى، استخدم علامتي التنصيص (" ") لإضافتها كما هي إلى ملاحظاتك.



Important Notes:

» To search an online source by a keyword:

1. Type (CTRL + F) on the keyboard.
2. Enter the term in the search box.

» The keyword will be highlighted everywhere it appears on the page.

للبحث عن مصدر عبر الإنترنت بواسطة الكلمة المفتاحية:

1 اضغط على CTRL + F  أدخل المصطلح في خانة البحث

وبهذا ستظلل الكلمة المفتاحية أينما وجدت في الصفحة.

Paraphrasing
إعادة صياغة نص

» When you paraphrase, use your own words to explain the ideas of the author.

Paraphrasing

1. Change some of the vocabulary words.
2. Change the order of the ideas.
3. Build the sentence structure.
4. Show respect for the author's work.

عندما تعيد صياغة نص، استخدم أسلوبك الخاص لشرح فكرة الكاتب (المؤلف).

إعادة الصياغة تعني: 1 تغيير بعض المفردات 2 تغيير ترتيب الأفكار. 3 تغيير بناء الجمل. 4 إظهار الاحترام لعمل المؤلف.

Using Quotes
استخدام الاقتباسات

» Quotes support your ideas and arguments.

When you include a quote,

- You state where the quote came from and why you are using it.
- You can use sentence starters to share this information.

- تدعم الاقتباسات أفكارك وبراهينك.

عندما تقتبس قولًا ما:

- عليك تحديد مصدره وسبب استخدامه.
- يمكنك استخدام بادئات الجمل sentence starters لمشاركة هذه المعلومات.

Examples of Sentence Starters:

In the article **(article title)** it said ...	This shows that ...
According to **(author's name)** ...	This proves that ...
(author's name) states ...	This illustrates ...

Citing Sources الاستشهاد بالمصادر

- At the end of a research report, you list your sources on a Works Cited page.

في نهاية التقرير البحثي، تُدرج مصادرك في صفحة "قائمة الأعمال المقتبس منها".

- Because websites change, some online sources include a permalink to use as the cited web address.

ونظرًا لتغير المواقع الإلكترونية، فإن بعض المصادر المتاحة عبر الإنترنت تتضمن رابطًا ثابتًا permalink لاستخدامه كموقع إلكتروني مقتبس منه.

Permalinks may be

1 Permanent hyperlink.	وصلة تشعبيَة دائمة.
2 A highlighted word.	كلمة مظللة.
3 A picture you click on to take you to another web.	صورة تضغط عليها لتأخذك إلى موقع إلكتروني آخر



When you cite a source, you should use the following method:

- Put the citations in alphabetical order by the author's last name or the title of the article.
- If there is no author, then write the source, the date, and the URL.

عندما تستشهد بمصدر يجب عليك استخدام الطريقة التالية

- ضع الاقتباسات بترتيب أبجدي حسب الاسم الأخير للمؤلف أو عنوان المقالة.
- إذا لم يكن هناك مؤلف، اكتب المصدر والتاريخ وعنوان URL

- Egypt beach resorts fight global scourge of plastic trash. (2019, December 21). Arab News. Retrieved August 12, 2022, https://arab.news/pwhre.

For a YouTube video:

- Use the uploader as the author, the date, the video title followed by the word "video", the site name, and the URL.

- عندما يكون المصدر من يوتيوب YouTube، استخدم اسم من رفع الفيديو بمثابة المؤلف، ثم ضع التاريخ، وعنوان الفيديو المتبوع بكلمة "فيديو"، واسم الموقع، والرابط الإلكتروني.

- RTV, 2019. Very Nile video. YouTube, https://www.youtube.com/ watch?v=yH5SVlgN_gY



1 Choose the correct answer:

1. If some information is missing in your research, you can return to the ....
   a. summary b. source c. presentation
2. You must add the URL and the author's name at the .... of your notes.
   a. top b. middle c. end
3. You can use .... to write the author's important sayings.
   a. bold font b. underline c. quotation marks
4. You have to show your respect for the author's work by .... his text.
   a. deleting b. copying c. paraphrasing
5. You should include your .... in the end of your research.
   a. content b. citation c. sources
6. When you .... a statement, you must specify its source and the reason for using it.
   a. copy b. quote c. write
7. To search for an online resource keyword, press ....
   a. Alt + Ctrl + Del b. CTRL + F c. F5
8. Some online sources include a .... to use it as the websites may change.
   a. special character b. special link c. permalink

2 Put (✓) or (✗):

1. Taking notes from a source is difficult if they are written in your own words. ( )
2. Use quotation marks to add the important author's words. ( )
3. You must add the URL and the author's name at the end of your notes. ( )

4. To find the missing information in a research paper, look for it in another source. ( )
5. Vocabulary or sentence structure cannot be changed when paraphrasing a text. ( )
6. You must show respect for the author by paraphrasing the text. ( )
7. Listing your sources at the end of the research paper is not important. ( )
8. A hyperlink permanent link or hyperlink may be an image or a word. ( )
9. If there is no author, write the source, the date, and the URL. ( )
10. It is not necessary to consult your teacher when looking at hyperlinks. ( )

3 Complete the missing parts using the words between the brackets:

(alphabetical order - quotation marks - Paraphrasing - URL - Taking notes)

1. You can use ________ to write the author's important sayings.
2. Add the ________ and the author's name at the top of your notes.
3. Put the citations in ________ .
4. ________ shows respect for the author's work.
5. ________ from a source is easier to do if they are written in your own words.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Permalink	a. is used to add the important author's words.
2 " "	b. is used to search for keywords.
3 CTRL + F	c. includes a picture you click on to take you to another web.

1 ________ . 2 ________ . 3 ________ .

Revision on Theme 2

1 Choose the correct answer:

1. The copyright for a website is usually at the .... of the home page.
   a. bottom b. top c. middle
2. .... sites contain fake situations in an attempt to steal your data.
   a. Trusted b. Scam c. Reliable
3. .... is an ecologist and he mainly photographs landscapes and animals.
   a. Albert Lin b. Fred Hiebert c. Jeff Kerby
4. Using multiple sources during your research is a/an .... decision.
   a. right b. wrong c. unhelpful
5. Search engines contain a/an ....
   a. typing tool b. advanced search tool c. word processor
6. .... your devices regularly keeps your data safe.
   a. Uploading b. Updating c. Restarting
7. When Jeff Kerby prepares for a trip, he thinks carefully about ....
   a. the things he will do b. the places he will go to c. a&b
8. Copyright protects all the following things, except ....
   a. books b. websites c. discoveries
9. .... result from research and observation, they can be proven.
   a. Opinions b. Facts c. Lies
10. If some information is missing in your research, you can return to the ....
    a. summary b. source c. presentation
11. To avoid fake situations on websites, you must check for the presence of ....
    a. spelling errors b. spelling accuracy c. reliable content
12. If a website asks you to enter much personal information, you should ....
    a. enter all your data b. enter trusted data only
    c. avoid using this website

13. When using the .... operator, the results will include both words.
    a. AND b. OR c. NOT
14. Jeff Kerby uses all these tools in his expedition, except ....
    a. GPS b. GPR c. drones
15. The international symbol for copyright is letter .... with a circle around it.
    a. R b. S c. C
16. .... are based on someone's views and experiences.
    a. Opinions b. Facts c. Lies
17. .... offer you a prize that you never get.
    a. Online shopping sites b. Scareware websites c. Sweepstakes
18. A .... is used to back up all the photos you take.
    a. drone b. GPS c. hard disk drive
19. Creative works that are not covered by copyright, are ....
    a. websites b. public domain c. copyrights
20. .... is an example of websites that your teacher or school might suggest for you to find trusted websites.
    a. Wiki b. Social media c. EKB
21. You must add the URL and the author's name at the .... of your notes.
    a. top b. middle c. end
22. .... provides at least two ways of identifying yourself.
    a. Multi-factor authentication
    b. Anti-virus software c. Password manager
23. .... contain fake warnings that you need to download a program.
    a. Online shopping sites b. Scareware websites c. Sweepstakes
24. To narrow the search results, we use the .... operator.
    a. OR b. AND c. " "

25. Sometimes, the photographer uses this .... to take quick pictures.
   a. computer b. mobile phone c. GPS
26. When you want to use an image, you must mention the photographer's ....
   a. name b. address c. number
27. You have to show your respect for the author's work by .... his text.
   a. deleting b. copying c. paraphrasing
28. .... is considered a strong password.
   a. Ahmed123 b. abcd895 c. Ac#258#h
29. The Uniform Resource Locator (URL) begins with the ....
   a. resource name b. protocol c. file path
30. You can store suggested websites in the .... bar in your browser.
   a. tools b. bookmark c. task
31. Creative works enter the public domain ....
   a. when you download it
   b. when the creator dies c. after 50 years of the creator's death.
32. You can store suggested websites in the .... bar in your browser.
   a. tools b. bookmark c. task
33. Passwords must be .... for each website you register on
   a. different b. weak c. similar
34. The .... indicates who owns this site.
   a. resource name b. protocol c. file path
35. The .... is used to save your important files securely.
   a. flash memory b. CD drive c. external hard drive
36. When you use the .... operator, the results will include one of the two words.
   a. AND b. OR c. NOT
37. If Jeff Kerby needs to share photos with his colleagues immediately, he uses ....
   a. cell phone applications
   b. camera and drones c. social media sites

38. You can go to the site you want by typing the ___ in the search engine.
   a. e-mail   b. URL   c. text message
39. Passwords must be ________ for each website you register on.
   a. different   b. weak   c. similar
40. ________ is sending a fake message via e-mail or social media applications that looks real.
   a. Smishing   b. Phishing   c. Virus
41. ________ suggest keywords and similar searches.
   a. Anti-viruses   b. Search engines   c. Operating systems
42. Jeff Kerby uses ________ to navigate places.
   a. hard drives   b. GPS   c. laptops
43. You can use ________ to write the author's important sayings.
   a. bold font   b. underline   c. quotation marks
44. ________ use the internet to break into your computer to steal your information.
   a. Programmers   b. Hackers   c. Thieves
45. Phishing messages can be identified by containing ________ .
   a. trusted information   b. spelling errors
   c. accurate information
46. Photographers should share their high-resolution photos with ______.
   a. people they know   b. people they trust   c. all people
47. ________ information include your name, address and your passwords.
   a. Internet   b. Public   c. Personal
48. Smishing is the same thing as phishing, but it is sent by ________ .
   a. e-mails   b. text messages   c. social media sites
49. Use ________ words in the search engine to make your search more accurate.
   a. the same   b. different   c. synonyms
50. Photographers should protect their works by not sharing images with ________ .
   a. high resolution   b. low resolution   c. watermarks

51. When you .... a statement, you must specify its source and the reason for using it.
    a. copy   b. quote   c. write
52. Passwords can be strengthened by ....
    a. multi-factor authentication
    b. anti-virus software   c. web browsers
53. To search for an online resource keyword, press ....
    a. Alt + Ctrl + Del   b. CTRL + F   c. F5
54. Using photographs that were taken by others without asking permission is ....
    a. owning images   b. copyright infringement
    c. back-up copies

2 Put (✓) or (✗):

1. Jeff Kerby is an archaeologist and a mentor. (   )
2. Phishing is one of the ways that hackers use to get your password. (   )
3. You don't have to be careful when visiting new websites. (   )
4. Some software programs back up data automatically. (   )
5. The international symbol for public domain is ©. (   )
6. You can ask your teacher for help while browsing a site for the first time. (   )
7. Search engines do not suggest keywords and similar searches. (   )
8. Taking notes from a source is difficult if they are written in your own words. (   )
9. We can take quick photos using our mobile phones. (   )
10. Hackers can steal your personal information without using the internet. (   )
11. Scareware websites offer you a prize that you never get. (   )
12. Phishing is a text message that looks real, but isn't. (   )
13. Copyrights do not protect the photographs of a photographer. (   )
14. Egyptian Knowledge Bank is a reliable digital source. (   )
15. If you target the operator NOT, the results will include both words. (   )

16. You must show respect for the author by paraphrasing the text. ( )
17. Drones help us navigate places. ( )
18. We must try to limit the personal information we share online. ( )
19. To avoid scam websites, you should check your Uniform Resource Locator (URL). ( )
20. Phishing messages cannot be recognized. ( )
21. Photos and videos are from reliable sources. ( )
22. When you search for images online, you can filter your results to show those with a public domain license. ( )
23. Copyright law protects both printed and digital content. ( )
24. Find facts that answer your research questions when doing a research. ( )
25. You must add the URL and the author's name at the end of your notes. ( )
26. Listing your sources at the end of your research report is not important. ( )
27. When you find a search result, select the most different sources. ( )
28. If your sources in two trusted websites contain the same information, it's a problem. ( )
29. We can use public domain sources without obtaining the owner's permission. ( )
30. You can use someone else's artwork on your social media account. ( )
31. Pictures and videos help us gain information through watching. ( )
32. The advanced search tool can be used to include or exclude keywords. ( )
33. To find the missing information in a research, look for it in another source. ( )
34. We can take a back-up for any file to an external hard drive. ( )
35. Sweepstakes never send you the correct items you bought. ( )
36. Strong passwords must contain letters, numbers, and special signs. ( )
37. Data-stealing software may ask you to enter your bank account details. ( )

38. Facts can be debated and proven and they come from a research. ( )
39. Use synonyms to make your search terms more accurate. ( )
40. It is not necessary to consult your teacher when looking at hyperlinks. ( )
41. Creative works become public domain when the creator dies immediately. ( )
42. Photographers can place a watermark on their photos. ( )
43. Hackers send a virus to all the e-mail addresses in your e-mail account. ( )
44. You don't have to be careful when visiting new websites. ( )
45. Phishing messages are free from grammar errors. ( )
46. Copyright for a website is usually at the top of the home page. ( )
47. Following copyright rules and laws is also a good decision. ( )
48. Using the factor OR makes results include all forms of the word. ( )
49. If there is no author, then write the source, the date, and the URL. ( )
50. Photographers don't have the legal right to publish or sell their photos. ( )
51. Websites that ask for too much personal information are safe. ( )
52. To avoid scam websites, you should check your URL. ( )
53. Password managers create a unique password for each of your accounts. ( )
54. People can use photographs without asking permission from their owners. ( )
55. Anti-virus helps you keep your private data safe. ( )
56. The last part of the URL is the file path. This identifies who owns that space. ( )
57. Anti-virus can tell you if one of your passwords has been stolen online. ( )
58. Hybrid back-up is a safer way to back up and store files. ( )
59. Use quotation marks to add the important author's words. ( )

60. It is not necessary to use multiple sources to answer a question or solve a problem. ( )
61. Jeff Kerby shares his high-resolution photos with others. ( )
62. All scam websites follow these basic principles but in different ways. ( )
63. The flash memory is preferred to store large files than the external hard drive. ( )
64. When using any source, make sure that the information is based on opinions. ( )
65. Many Egyptian laws protect the copyrights of people. ( )
66. A reliable source will have misspelled words or bad grammar. ( )
67. Both hard disks and flash memory are used for the same purpose. ( )
68. Password managers provide at least two ways of identifying yourself. ( )

3 Complete the missing parts using the words between the brackets:

A

(flash memory - Anti-virus - Phishing - Smishing - Multi-factor authentication - Password manager - Strong passwords - Personal information - hard disk)

1. .... helps you in keeping your private data safe.
2. .... provides at least two ways of identifying yourself.
3. .... includes your name, address, date of birth, and passwords.
4. .... is sending a message via text messages to steal your data.
5. .... should include letters, numbers and special characters.
6. .... helps you to create strong passwords for your accounts.
7. The .... has less space than the ...., but they are used for the same purpose.
8. .... is sending a message via e-mail to steal your data.

B

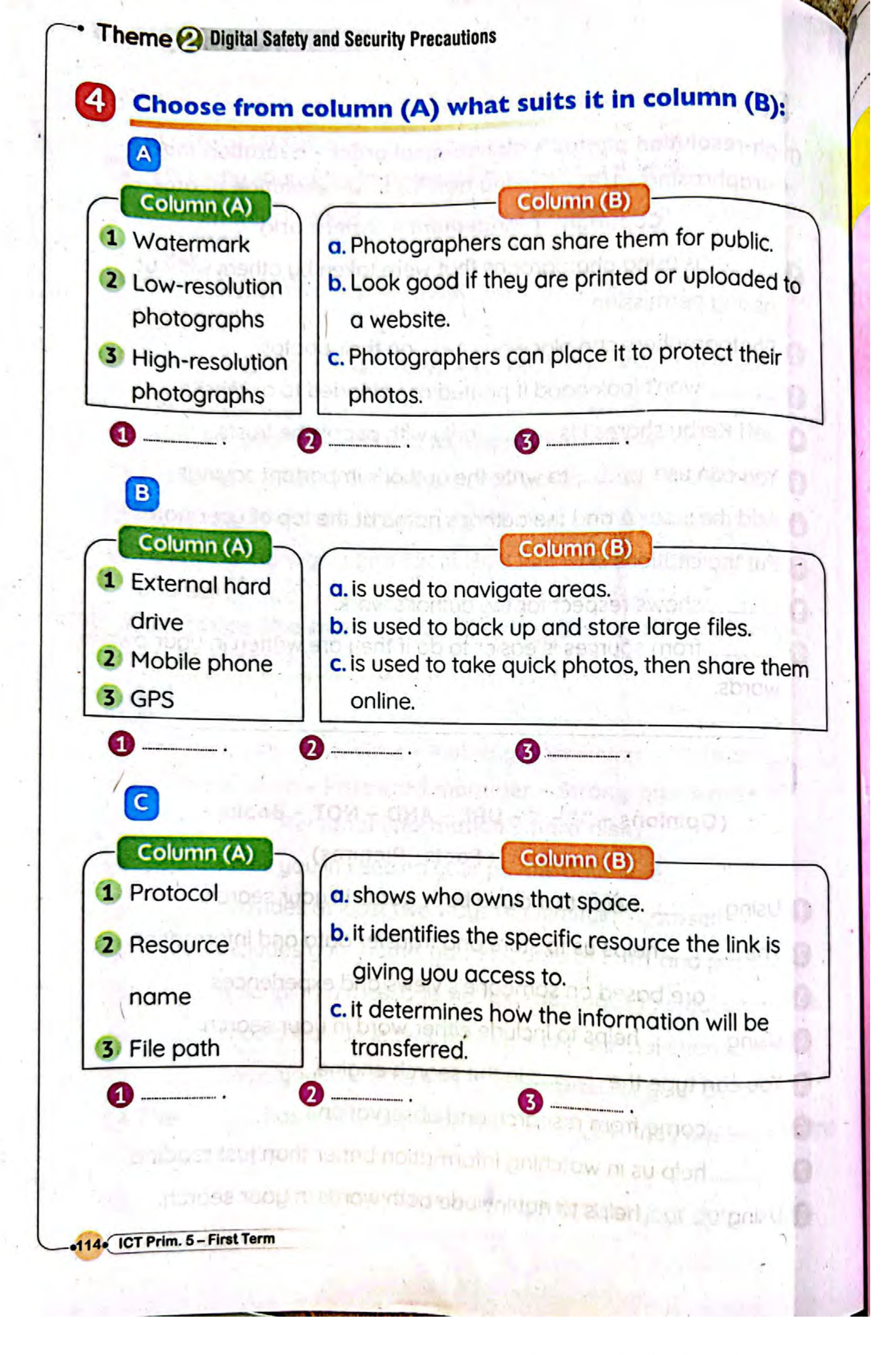
(high-resolution photos - alphabetical order - quotation marks - Paraphrasing - URL - Taking notes - Low-resolution photos - Copyright infringement - watermark)

1. .... is using photographs that were taken by others without asking permission.
2. Photographers can place a .... on their photos.
3. .... won't look good if printed or uploaded to a website.
4. Jeff Kerby shares his .... only with people he trusts.
5. You can use .... to write the author's important sayings.
6. Add the .... and the author's name at the top of your notes.
7. Put the citations in ....
8. .... shows respect for the author's work.
9. .... from sources is easier to do if they are written in your own words.

C

(Opinions - " " - * - URL - AND - NOT - Books - computer - Facts- Pictures)

1. Using .... helps to include both words in your search.
2. The .... helps us to store and transfer data and information.
3. .... are based on someone's views and experiences
4. Using .... helps to include either word in your search.
5. You can type the .... in the search engine.
6. .... come from research and observation.
7. .... help us in watching information better than just reading.
8. Using .... helps to not include both words in your search.



4 Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1 Watermark	a. Photographers can share them for public.
2 Low-resolution photographs	b. Look good if they are printed or uploaded to a website.
3 High-resolution photographs	c. Photographers can place it to protect their photos.

1 .... 2 .... 3 ....

B

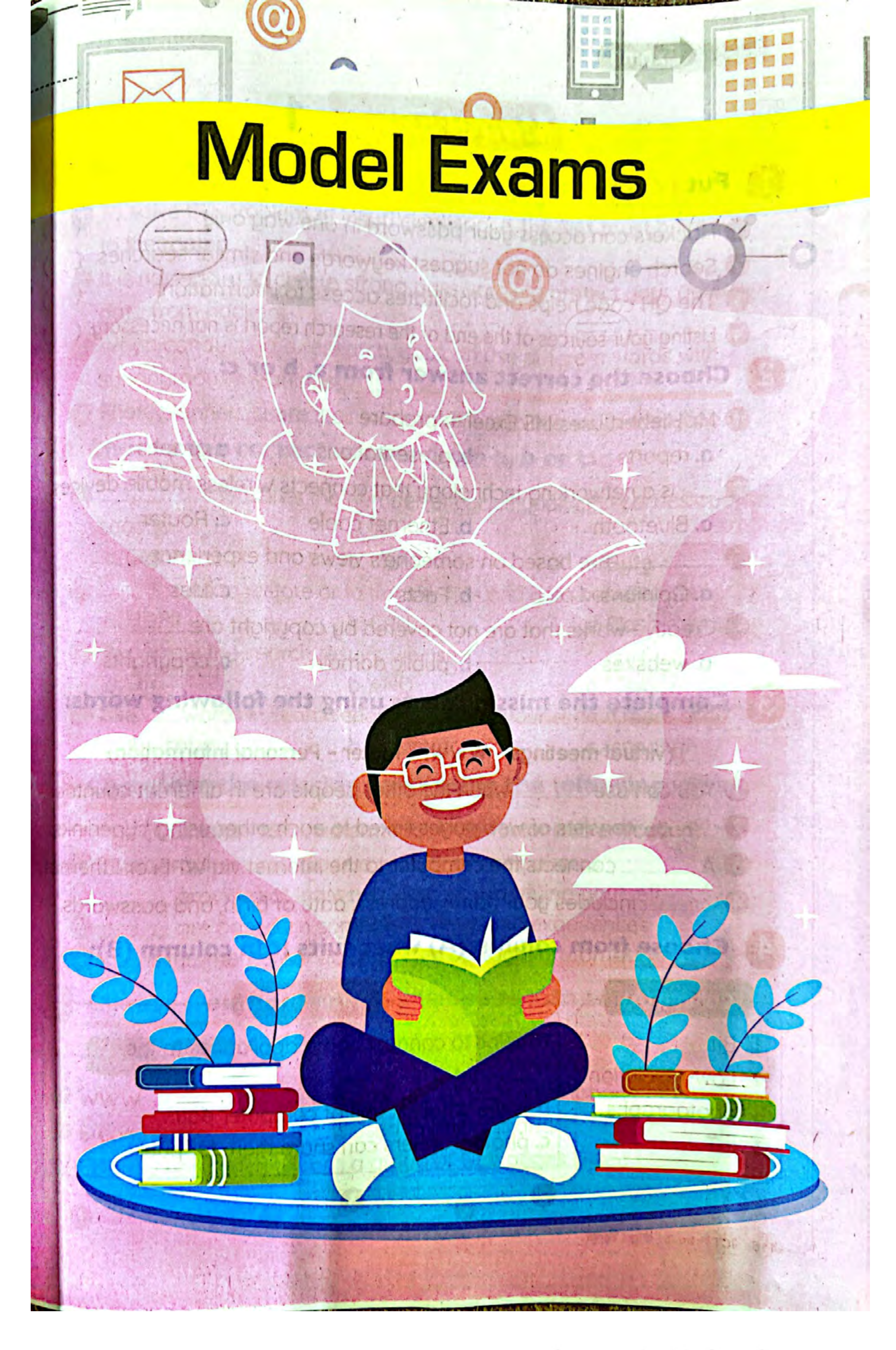
Column (A)	Column (B)
1 External hard drive	a. is used to navigate areas.
2 Mobile phone	b. is used to back up and store large files.
3 GPS	c. is used to take quick photos, then share them online.

1 .... 2 .... 3 ....

C

Column (A)	Column (B)
1 Protocol	a. shows who owns that space.
2 Resource name	b. it identifies the specific resource the link is giving you access to.
3 File path	c. it determines how the information will be transferred.

1 .... 2 .... 3 ....


Model Exams

Model Exam 1

1 Put (✓) or (✗):

1. Hackers can access your password in one way only. ( )
2. Search engines do not suggest keywords and similar searches. ( )
3. The QR code helps and facilitates access to information. ( )
4. Listing your sources at the end of the research report is not necessary. ( )

2 Choose the correct answer from a, b or c:

1. Mr. Hiebert uses MS Excel to prepare ....
   a. reports b. presentations c. graphs
2. ...... is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Ethernet cable c. Router
3. .... are based on someone's views and experiences.
   a. Opinions b. Facts c. Lies
4. Creative works that are not covered by copyright are ....
   a. websites b. public domain c. copyrights

3 Complete the missing parts using the following words:

(virtual meetings – WWW – router – Personal information)

1. You can use .... when the other people are in different countries.
2. .... consists of web pages linked to each other using hyperlinks.
3. A .... connects the computer to the internet via Wi-Fi or Ethernet.
4. .... includes your name, address, date of birth, and passwords.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Bit	a. helps to connect home appliances to the internet.
2 Low-resolution photographs	b. is the smallest unit of computer data.
3 IoT	c. photographers can share them for public.

1 .... 2 .... 3 ....

Model Exam 2

1 Put (✓) or (✗):

1. To solve the problem of insufficient space, the files must be moved to the router. ( )
2. It is necessary to create strong passwords to protect your personal data from hackers. ( )
3. When conducting a research, you can use different words with synonymous meanings. ( )
4. Photographers share their work in high resolution with everyone. ( )

2 Choose the correct answer from a, b or c:

1. .... measures the number of cycles your CPU carries out per second.
   a. Gigahertz b. Mbps c. Byte
2. ...... is used to restore or to transfer files and data between computers.
   a. HDMI b. CPU c. Flash memory
3. To narrow the search results, we use ....
   a. OR b. AND c. " "
4. Use ...... words in search engines to make your search more accurate.
   a. the same b. different c. synonyms

3 Complete the missing parts using the following words:

(Opinions - ISP - watermark - Multi-factor authentication)

1. Photographers can place a .... on their photos.
2. .... provides at least two ways of identifying yourself.
3. .... are based on someone's views and experiences
4. ...... is the internet service provided by Egyptian companies to citizens

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. WWW	a. is used to sell your smartphone online.
2. E-commerce	b. is used to back up and store data.
3. External hard drive	c. is a group of web pages linked together.

1. .... 2. .... 3. ....

Model Exam 3

1 Put (✓) or (✗):

1. To solve the problem of insufficient space, the files must be moved to the router. ( )
2. It is necessary to create strong passwords to protect your personal data from hackers. ( )
3. When conducting a research, you can use different words with synonymous meanings. ( )
4. Photographers share their work in high resolution with everyone. ( )

2 Choose the correct answer from a, b or c:

1. The router is considered a/an ....
   a. famous browser   b. anti-virus   c. gateway for the internet
2. .... is the smallest unit of data in your computer.
   a. Mbps   b. Byte   c. Bit
3. Copyright protects all the following things, except ....
   a. books   b. websites   c. discoveries
4. .... is considered a strong password.
   a. Ahmed123   b. abcd895   c. Ac#258#h

3 Complete the missing parts using the following words:

(NOT - HDMI - virtual meetings - Facts)

1. You can use ....when the other people are in different countries.
2. .... come from research and observation.
3. .... is a wire that transmits audio and video to and from devices.
4. Using .... helps to not include both words in your search.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Sort	a. contains reliable sources.
2 Zoom	b. can help in arranging the information alphabetically.
3 EKB	c. is used to hold virtual meetings.

1 ....   2 ....   3 ....

Model Exam 4

1 Put (✓) or (✗):

1. We can take quick photos using our mobile phones. ( )
2. HDMI is a wire that connects your computer or laptop to the router. ( )
3. When you use copyrighted content, you must respect its owner. ( )
4. To narrow the search results, we use the hashtag symbol #. ( )

2 Choose the correct answer from a, b or c:

1. .... is a network that connects computers from all around the world.
   a. Internet b. Intranet c. LAN
2. You can use .... application to buy anything on the internet.
   a. browser b. Braille c. E-commerce
3. The international symbol for copyright is letter .... with a circle around it.
   a. R b. S c. C
4. You can store suggested websites in the .... bar in your browser.
   a. tools b. bookmark c. task

3 Complete the missing parts using the following words:

(EKB - Smishing - AND - URL)

1. .... is sending a message via text messages to steal your data.
2. Add the .... and the author's name at the top of your notes.
3. .... is available for free to all Egyptians who register on the site.
4. Using .... helps to include both words in your search.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. TeraByte	a. is used to store and transfer data.
2. MS Word	b. = 1024 GB.
3. External hard disk	c. is used to write reports and documents.

1. .... 2. .... 3. ....

Model Exam 5

1 Put (✓) or (✗):

1. Multi-factor authentication ensures that anyone can access your electronic accounts. ( )
2. The data in the cells cannot be arranged alphabetically. ( )
3. Electronic devices that work without the internet is an example of the IoT. ( )
4. Some applications and software automatically create a backup for your data. ( )

2 Choose the correct answer from a, b or c:

1. The copyright for a website is usually at the .... of the home page.
   a. bottom b. top c. middle
2. You can go to the site you want by typing the .... in the search engine.
   a. e-mail b. URL c. text message
3. To store and share information, we use a ....
   a. scanner b. printer c. flash memory
4. Braille method allows blind people to ....
   a. write b. read c. speak

3 Complete the missing parts using the following words:

(division - Low-resolution photos - MS Excel - Facts)

1. .... is used to prepare graphs and tables.
2. .... won't look good if printed or uploaded to a website.
3. We use the formula ÷ for the .... process.
4. .... come from research and observation.

4 Choose from column (A) what suits it in column (B):

Column (A): Problem	Column (B): Solution
1 A poor video conference connection.	a. Shut down some programs.
2 Not able to store files.	b. Try an Ethernet connection.
3 Not enough graphics storage.	c. Move old files to an external drive.

1 .... 2 .... 3 ....

Model Exam 6

1 Put (✓) or (✗):

1. Sources rather than texts do not contain important information. ( )
2. One of the human errors that lead to the loss of files is the laptop falling. ( )
3. Always ask permission from your parents before buying anything online. ( )
4. If you use the operator "OR", the results will include both words. ( )

2 Choose the correct answer from a, b or c:

1. .... is a network that connects computers from all around the world.
   a. Internet b. Intranet c. LAN
1. The .... is used to save images on the computer to use them later.
   a. scanner b. printer c. router
2. The best way to collect information is getting it from ....
   a. Facebook b. books c. WhatsApp
3. You must add the URL and the author's name at the .... of your notes.
   a. top b. middle c. end
4. When using the .... operator, the results will include one of the two words.
   a. AND b. OR c. NOT

3 Complete the missing parts using the following words:

(Strong passwords - router - flash memory - Pictures)

1. The .... enables you to connect your laptop to the internet.
2. .... should include letters, numbers and special characters.
3. .... help us in watching information better than just reading.
4. A .... stores information and runs faster than a hard disk.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Internet	a. includes your name, address and birthday.
2. Personal information	b. is used to share information in a private way.
3. Intranet	c. is used to share information in an opened network.

1. .... 2. .... 3. ....

Model Exam 7

1 Put (✓) or (✗):

1. Sweepstakes never send you the correct items you bought. ( )
2. Phishing is a text message that looks real, but isn't. ( )
3. Mr Hiebert uses face-to-face meetings during his expedition. ( )
4. Password managers create a unique password for each of your accounts. ( )

2 Choose the correct answer from a, b or c:

1. .... is a device that connects a computer to the internet via Wi-Fi.
   a. Ethernet cable   b. Router   c. Ethernet port
2. Visually impaired people can use .... for doing their homework.
   a. Braille   b. screen readers   c. Zoom
3. When using the .... operator, the results will include both words.
   a. AND   b. OR   c. NOT
4. Passwords must be .... for different websites you register on.
   a. different   b. weak   c. similar

3 Complete the missing parts using the following words:

(Ethernet cable – Phishing - Password manager – Copyright infringement)

1. .... helps you to create strong passwords for your accounts.
2. .... connects your computer or laptop to the router.
3. .... is using photographs that were taken by others without asking permission.
4. .... is sending a message via e-mail to steal your data.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. GPS	a. look good if printed or uploaded to a website.
2. Protocol	b. is used to navigate areas.
3. High-resolution photographs	c. determines how the information will be transferred.

1. .... 2. .... 3. ....

Model Exam 8

1 Put (✓) or (✗):

1. Braille helps blind students to write reports and do their homework. (   )
2. Ethernet is more stable and faster than Wi-Fi. (   )
3. Scareware websites offer you a prize that never comes. (   )
4. To create a simple formula in Excel, we select the cell, and then type the "+" sign. (   )

2 Choose the correct answer from a, b or c:

1. ______ helps us to access information by scanning it with a phone camera.
   a. Browser   b. QR code   c. Digital book
2. ______ is sending a fake message via e-mail or social media applications that appears real.
   a. Smishing   b. Phishing   c. Virus
3. To search for an online resource keyword, press ______ .
   a. Alt + Ctrl + Del   b. CTRL + F   c. F5
4. Jeff Kerby uses all these tools in his expedition, except ______ .
   a. GPS   b. GPR   c. drones

3 Complete the missing parts using the following words:

(Flash memory - HDMI - Anti-virus - Madrasitna channel)

1. ______ helps you in keeping your private data safe.
2. Students who would just like a quick review, use ______ .
3. ______ helps us to store and transfer data and information.
4. ______ is a wire that transmits audio and video to and from devices

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Internet	a. is used to share information in a private way.
2 Intranet	b. is used to back up and store data.
3 External hard drive	c. is used to share information in an opened network.

1 ______ .   2 ______ .   3 ______ .

Model Exam 9

1 Put (✓) or (✗):

1. LAN is a network that connects computers from all over the world. (   )
2. We use flash memory to store, transfer and share information. (   )
3. We use the digital camera to transfer and share files. (   )
4. Pictures and videos help us gain information by viewing them. (   )

2 Choose the correct answer from a, b or c:

1. ____ is training someone in a subject you have a lot of experience in.
   a. Communication b. Mentoring c. Learning
2. ________ is a wire that transmits sound and image to and from devices.
   a. Ethernet cable b. HDMI c. Router cable
3. Sometimes, the photographer uses a ________ to take quick pictures.
   a. computer b. mobile phone c. GPS
4. ________ your devices regularly keeps your data safe.
   a. Uploading b. Updating c. Restarting

3 Complete the missing parts using the following words:

(websites – Paraphrasing – scanner – Libraries – addition – Camera)

1. We use the formula + for the ________ process.
2. ________ contains printed books, while ________ contains digital books.
3. ________ shows respect for the author's work.
4. ______ helps us to get images, while ______ helps us to save it on a computer.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. QR code	a. photographers can place it to protect their photos.
2. Braille	b. is a quick and easy way to share information.
3. Watermark	c. is used by blind people to read.

1. ________. 2. ________. 3. ________.

Model Exam 10

1 Put (✓) or (✗):

1. Electronic devices that work without the internet is an example of the IoT. ( )
2. A hacker can send a virus to all your friends from your e-mail. ( )
3. It is not necessary to use a lot of sources to answer a question or solve a problem. ( )
4. Anti-virus helps you to keep your private data safe. ( )

2 Choose the correct answer from a, b or c:

1. ______ is training someone in a subject you have a lot of experience in.
   a. Communication b. Mentoring c. Learning
2. ______ is a wire that transmits sound and image to and from devices.
   a. Ethernet cable b. HDMI c. Router cable
3. Sometimes, the photographer uses a ______ to take quick pictures.
   a. computer b. mobile phone c. GPS
4. ______ your devices regularly keeps your data safe.
   a. Uploading b. Updating c. Restarting

3 Complete the missing parts using the following words:

(sorting - numbers - archaeologist - QR code)

1. Mr. Hiebert is an ______ and explorer at National Geographic.
2. ______ helps us to access information by scanning it with a phone camera.
3. The rows are labeled with ______ in Excel.
4. The information can be arranged alphabetically by the ______ property

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Digital refrigerator	a. is a device that helps people of determination.
2. Screen reader	b. connects your computer to the ISP.
3. Router	c. is an example for IoT.

1. ______ . 2. ______ . 3. ______ .

Model Answers



Theme 1

Lesson 1
Exercises

1
1. c 2. a 3. b 4. b 5. c
6. b 7. a 8. c 9. c 10. b

2
1. ✓ 2. ✗ 3. ✗ 4. ✓ 5. ✓
6. ✗ 7. ✓ 8. ✗ 9. ✗ 10. ✗

3
1. virtual meeting
2. spreadsheet
3. formal
4. archaeologist
5. Madrasitna channel

4
1. Power point 2. MS Excel
3. Formally 4. Virtual meeting
5. Zoom

5 **Table (A):**
1. c 2. a 3. d 4. b

Table (B):
1. c 2. d 3. b 4. a

Lesson 2
Exercises

1
1. c 2. a 3. b 4. b 5. c
6. b 7. a 8. b 9. b 10. c

2
1. ✗ 2. ✗ 3. ✗ 4. ✓ 5. ✓
6. ✓ 7. ✗ 8. ✗ 9. ✓ 10. ✓

3
1. flash memory
2. Ethernet Cable
3. Router 4. HDMI

4 **Table (A):**
1. e 2. a 3. d 4. b

Table (B):
1. b 2. c 3. a

5
1. Move old files to an external drive.
2. Try an Ethernet connection.
3. Shut down some programs.

Lesson 3
Exercises

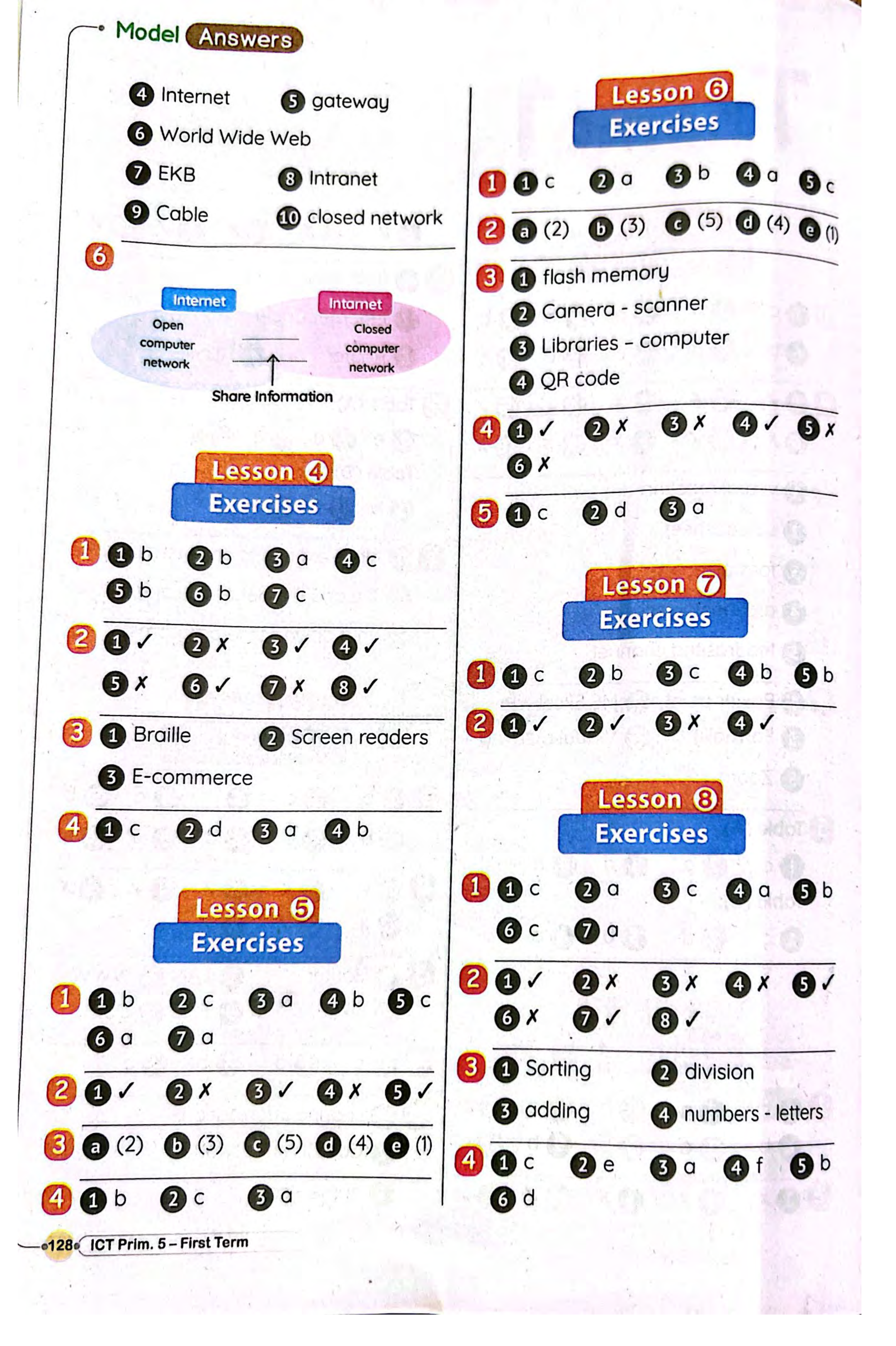
1
1. b 2. c 3. c 4. a 5. b
6. b 7. c 8. b 9. a 10. b

2
1. ✓ 2. ✗ 3. ✓ 4. ✓ 5. ✗
6. ✗ 7. ✓ 8. ✓

3
1. Router 2. LAN 3. WWW
4. ISP 5. EKB 6. DSL

4
1. c 2. d 3. b 4. a

5
1. sharing information.
2. Computer network
3. home - school.



4 Internet 5 gateway
6 World Wide Web
7 EKB 8 Intranet
9 Cable 10 closed network

6

Lesson 4 Exercises

1 1 b 2 b 3 a 4 c 5 b 6 b 7 c

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓

3 1 Braille 2 Screen readers 3 E-commerce

4 1 c 2 d 3 a 4 b

Lesson 5 Exercises

1 1 b 2 c 3 a 4 b 5 c 6 a 7 a

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓

3 a (2) b (3) c (5) d (4) e (1)

4 1 b 2 c 3 a

Lesson 6 Exercises

1 1 c 2 a 3 b 4 a 5 c

2 a (2) b (3) c (5) d (4) e (1)

3 1 flash memory
2 Camera - scanner
3 Libraries - computer
4 QR code

4 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗ 6 ✗

5 1 c 2 d 3 a

Lesson 7 Exercises

1 1 c 2 b 3 c 4 b 5 b

2 1 ✓ 2 ✓ 3 ✗ 4 ✓

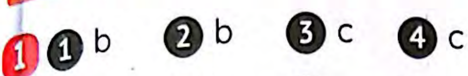
Lesson 8 Exercises

1 1 c 2 a 3 c 4 a 5 b 6 c 7 a

2 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓ 6 ✗ 7 ✓ 8 ✓

3 1 Sorting 2 division 3 adding 4 numbers - letters

4 1 c 2 e 3 a 4 f 5 b 6 d



1

1 b, 2 b, 3 c, 4 c
5 c, 6 b, 7 a, 8 a
9 b, 10 c, 11 a, 12 b
13 b, 14 c, 15 b, 16 c
17 c, 18 b, 19 b, 20 a
21 a, 22 c, 23 a, 24 c
25 a, 26 b, 27 a, 28 c
29 a, 30 c, 31 b, 32 c
33 b, 34 a, 35 b, 36 c
37 b, 38 c, 39 b, 40 b
41 b, 42 c, 43 c, 44 a
45 b, 46 a, 47 b, 48 c
49 b

2

1 ✓, 2 ✗, 3 ✗, 4 ✓
5 ✓, 6 ✓, 7 ✓, 8 ✗
9 ✗, 10 ✓, 11 ✓, 12 ✗
13 ✗, 14 ✓, 15 ✓, 16 ✗
17 ✗, 18 ✓, 19 ✗, 20 ✗
21 ✗, 22 ✓, 23 ✓, 24 ✗
25 ✓, 26 ✗, 27 ✓, 28 ✓
29 ✗, 30 ✗, 31 ✓, 32 ✓
33 ✗, 34 ✓, 35 ✗, 36 ✗
37 ✓, 38 ✓, 39 ✗, 40 ✗

3

(A): 1 b, 2 c, 3 a
(B): 1 c, 2 d, 3 a, 4 b
(C): 1 b, 2 c, 3 a
(D): 1 c, 2 d, 3 a
(E): 1 c, 2 e, 3 a, 4 f, 5 b, 6 d
(F): 1 c, 2 a, 3 d, 4 b
(G): 1 c, 2 d, 3 b, 4 a
(H): 1 c, 2 d, 3 b, 4 a

4

(A):
1. virtual meeting
2. Spreadsheet
3. Formal
4. archaeologist
5. Madrasitna channel

(B):
1. Router
2. LAN
3. WWW
4. ISP
5. EKB

(C):
1. Flash Memory
2. Ethernet Cable
3. Router
4. HDMI

(D):
1. Flash memory
2. Camera - scanner
3. Libraries - computer
4. QR code

(E):
1. sorting
2. division
3. adding
4. numbers - letters

Model Answers

5 a. (2) b. (3) c. (5)
d. (4) e. (1)

6
1. Internet
2. Intranet
3. Share information

7
1. Braille
2. Screen reader
3. E-commerce

8
1. Move old files to an external drive.
2. Try an Ethernet connection.
3. Shut down some programs.

Theme 2

Lesson 1 Exercises

1
1. c 2. c 3. b 4. c 5. b
6. a 7. b 8. b 9. a 10. b

2
1. ✗ 2. ✓ 3. ✓ 4. ✗ 5. ✓
6. ✓ 7. ✗ 8. ✗ 9. ✗ 10. ✓

3
1. Copyright infringement
2. watermark
3. Low-resolution photos
4. high-resolution photos

4
1. ecologist
2. Smart phone
3. hard disk
4. GPS
5. mobile applications

5 **Table (A):**
1. c 2. a 3. b

Table (B):
1. b 2. c 3. a

Lesson 2 Exercises

1
1. b 2. c 3. b 4. a 5. c
6. c 7. b 8. c

2
1. ✗ 2. ✓ 3. ✓ 4. ✗ 5. ✗
6. ✓ 7. ✓ 8. ✓ 9. ✓ 10. ✓
11. ✗

3
1. Anti-virus
2. Personal information
3. password
4. flash memory - hard disk

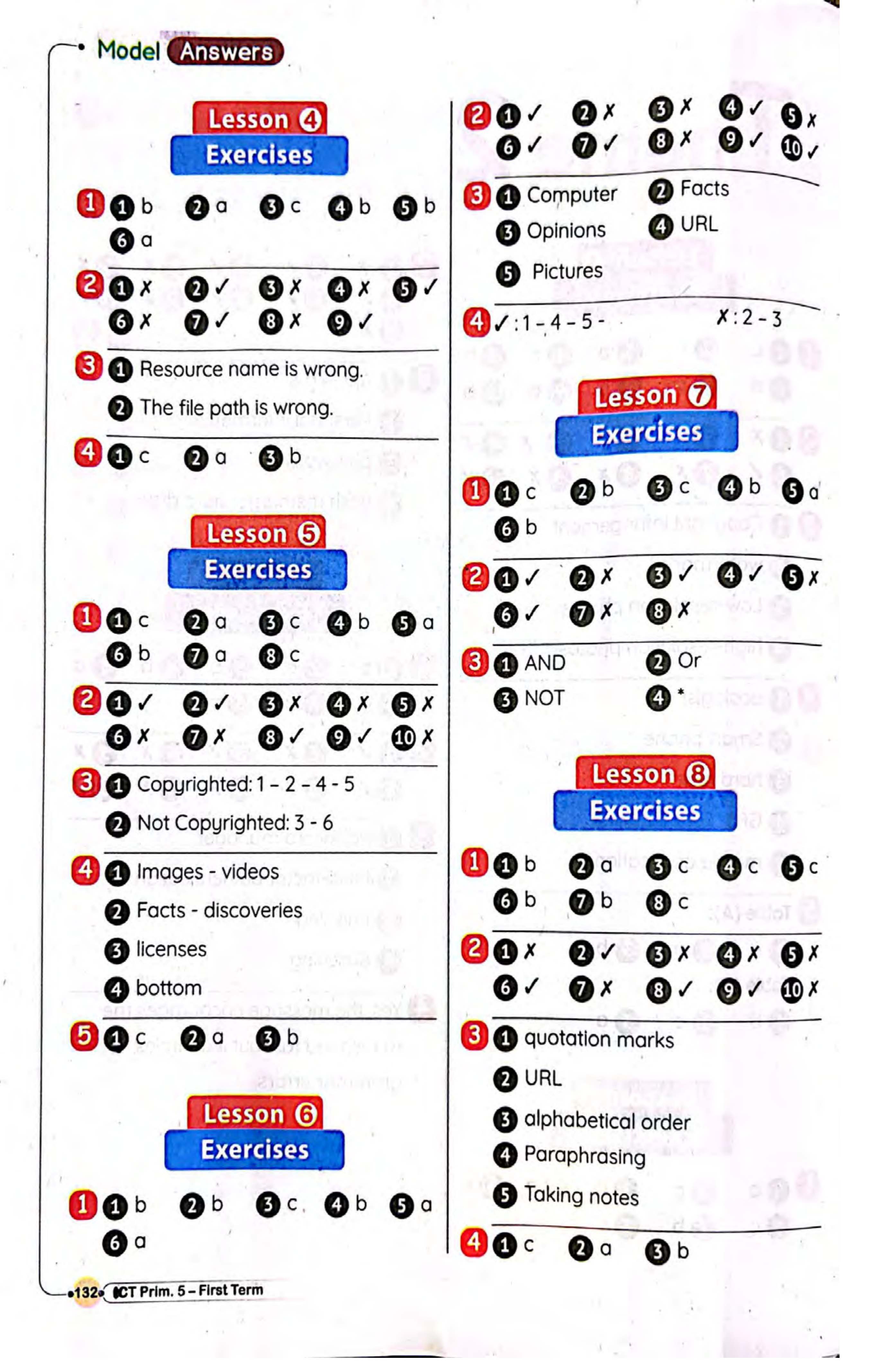
Lesson 3 Exercises

1
1. b 2. c 3. b 4. b 5. a
6. c 7. a 8. a

2
1. ✓ 2. ✗ 3. ✓ 4. ✗ 5. ✗
6. ✓ 7. ✗ 8. ✗ 9. ✗ 10. ✓

3
1. Password manager
2. Multi-factor authentication
3. Phishing
4. Smishing

4 Yes, the message encourages me to respond fast but it contains grammar errors.



Model Answers

Lesson 4 Exercises

1. ❶ b ❷ a ❸ c ❹ b ❺ b ❻ a

2. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✗ ❺ ✓ ❻ ✗ ❼ ✓ ❽ ✗ ❾ ✓

3. ❶ Resource name is wrong.
   ❷ The file path is wrong.

4. ❶ c ❷ a ❸ b

Lesson 5 Exercises

1. ❶ c ❷ a ❸ c ❹ b ❺ a ❻ b ❼ a ❽ c

2. ❶ ✓ ❷ ✓ ❸ ✗ ❹ ✗ ❺ ✗ ❻ ✗ ❼ ✗ ❽ ✓ ❾ ✓ ❿ ✗

3. ❶ Copyrighted: 1 – 2 – 4 - 5
   ❷ Not Copyrighted: 3 - 6

4. ❶ Images - videos
   ❷ Facts - discoveries
   ❸ licenses
   ❹ bottom

5. ❶ c ❷ a ❸ b

Lesson 6 Exercises

1. ❶ b ❷ b ❸ c ❹ b ❺ a ❻ a

2. ❶ ✓ ❷ ✗ ❸ ✗ ❹ ✓ ❺ ✗ ❻ ✓ ❼ ✓ ❽ ✗ ❾ ✓ ❿ ✓

3. ❶ Computer ❷ Facts
   ❸ Opinions ❹ URL
   ❺ Pictures

4. ✓: 1 - 4 – 5 - ✗: 2 - 3

Lesson 7 Exercises

1. ❶ c ❷ b ❸ c ❹ b ❺ a ❻ b

2. ❶ ✓ ❷ ✗ ❸ ✓ ❹ ✓ ❺ ✗ ❻ ✓ ❼ ✗ ❽ ✗

3. ❶ AND ❷ Or
   ❸ NOT ❹ *

Lesson 8 Exercises

1. ❶ b ❷ a ❸ c ❹ c ❺ c ❻ b ❼ b ❽ c

2. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✗ ❺ ✗ ❻ ✓ ❼ ✗ ❽ ✓ ❾ ✓ ❿ ✗

3. ❶ quotation marks
   ❷ URL
   ❸ alphabetical order
   ❹ Paraphrasing
   ❺ Taking notes

4. ❶ c ❷ a ❸ b

Revision on Theme 2

1

1 a	2 b	3 c	4 a
5 b	6 b	7 c	8 c
9 b	10 b	11 a	12 c
13 a	14 b	15 c	16 a
17 c	18 c	19 b	20 c
21 a	22 a	23 b	24 c
25 b	26 a	27 c	28 c
29 b	30 b	31 c	32 b
33 a	34 a	35 c	36 b
37 a	38 b	39 a	40 b
41 b	42 b	43 c	44 b
45 b	46 b	47 c	48 b
49 c	50 a	51 b	52 a
53 b	54 b		

2

1 ✗	2 ✓	3 ✗	4 ✓
5 ✗	6 ✓	7 ✗	8 ✗
9 ✓	10 ✗	11 ✗	12 ✓
13 ✗	14 ✓	15 ✗	16 ✓
17 ✗	18 ✓	19 ✓	20 ✗
21 ✓	22 ✓	23 ✓	24 ✓
25 ✗	26 ✗	27 ✓	28 ✗
29 ✗	30 ✗	31 ✓	32 ✓
33 ✗	34 ✓	35 ✗	36 ✓
37 ✓	38 ✗	39 ✓	40 ✗
41 ✗	42 ✓	43 ✓	44 ✗
45 ✗	46 ✗	47 ✓	48 ✗
49 ✓	50 ✗	51 ✗	52 ✓



53 ✓	54 ✗	55 ✓	56 ✗
57 ✗	58 ✓	59 ✓	60 ✗
61 ✗	62 ✓	63 ✗	64 ✗
65 ✓	66 ✗	67 ✓	68 ✗

3 **(A):**
1. Antivirus
2. Multi-factor authentication
3. Personal information
4. Smishing
5. Password
6. Password manager
7. flash memory - hard disk
8. Phishing

(B):
1. Copyright infringement
2. watermark
3. Low-resolution photos
4. high-resolution photos
5. quotation marks
6. URL
7. alphabetical order
8. Paraphrasing
9. Taking notes

(C):
1. AND
2. computer
3. Opinions
4. OR
5. URL
6. Facts
7. Pictures
8. NOT

4

(A):	1 c	2 a	3 b
(B):	1 b	2 c	3 a
(C):	1 c	2 a	3 b

Model Exams

Model Exam 1

1. ① ✗ ② ✗ ③ ✓ ④ ✗
2. ① c ② a ③ a ④ b
3. ① virtual meeting ② WWW ③ router ④ Personal information
4. ① b ② c ③ a

Model Exam 2

1. ① ✗ ② ✓ ③ ✓ ④ ✗
2. ① a ② c ③ c ④ c
3. ① watermark ② Multi-factor authentication ③ Opinion ④ ISP
4. ① c ② a ③ b

Model Exam 3

1. ① ✗ ② ✓ ③ ✓ ④ ✗
2. ① c ② c ③ c ④ c
3. ① virtual meeting ② Facts ③ HDMI ④ NOT
4. ① b ② c ③ a

Model Exam 4

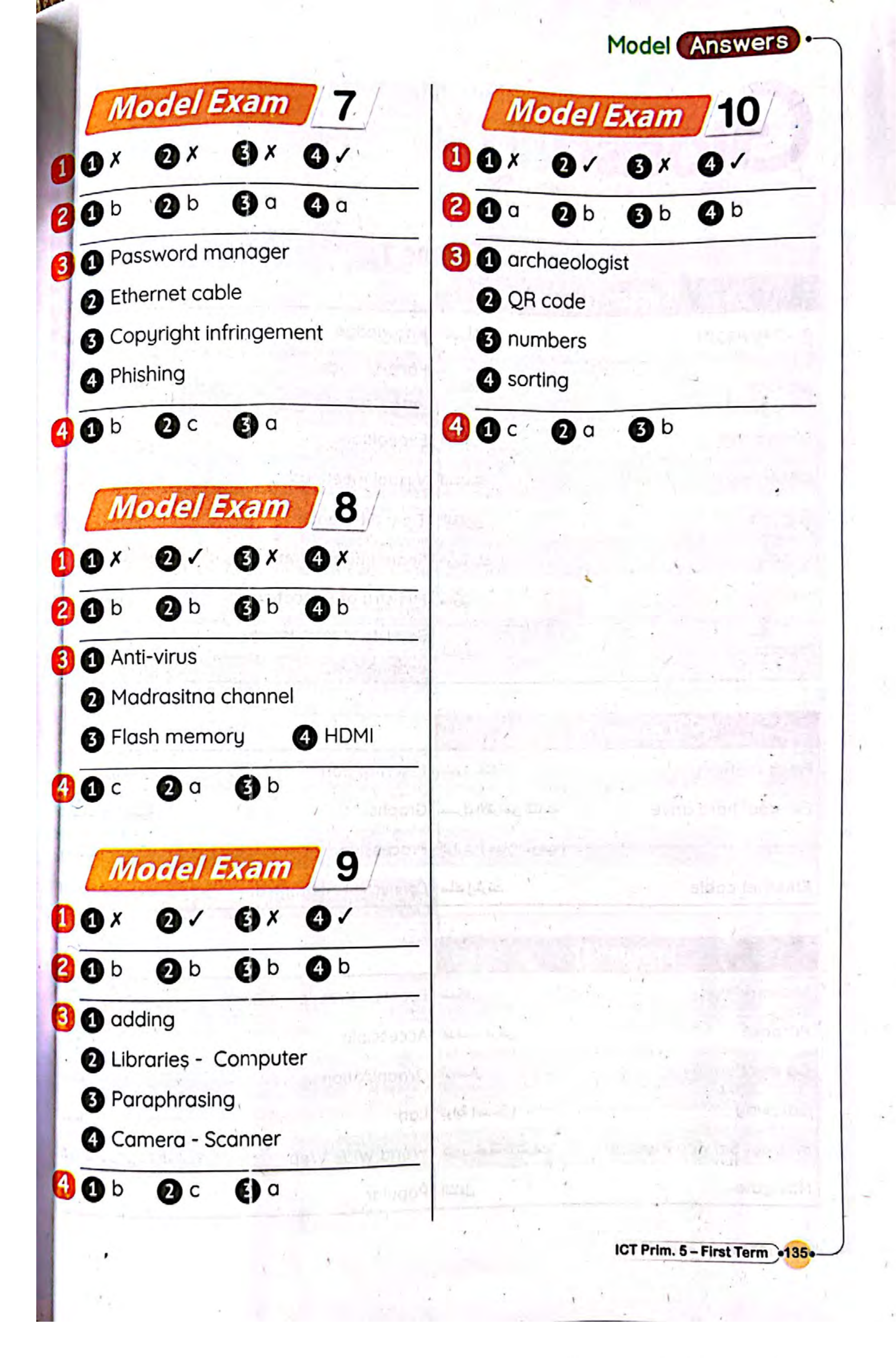
1. ① ✓ ② ✗ ③ ✓ ④ ✗
2. ① b ② c ③ c ④ b
3. ① Smishing ② quotation marks ③ EKB ④ AND
4. ① b ② c ③ a

Model Exam 5

1. ① ✗ ② ✗ ③ ✗ ④ ✓
2. ① a ② b ③ c ④ b
3. ① MS Excel ② Low-resolution photos ③ division ④ Facts
4. ① b ② c ③ a

Model Exam 6

1. ① ✗ ② ✓ ③ ✓ ④ ✗
2. ① a ② b ③ a ④ b
3. ① router ② Password ③ Pictures ④ flash memory
4. ① c ② a ③ b



Model Exam 7

1. ❶ ✗ ❷ ✗ ❸ ✗ ❹ ✓
2. ❶ b ❷ b ❸ a ❹ a
3. ❶ Password manager
   ❷ Ethernet cable
   ❸ Copyright infringement
   ❹ Phishing
4. ❶ b ❷ c ❸ a

Model Exam 8

1. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✗
2. ❶ b ❷ b ❸ b ❹ b
3. ❶ Anti-virus
   ❷ Madrasitna channel
   ❸ Flash memory ❹ HDMI
4. ❶ c ❷ a ❸ b

Model Exam 9

1. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✓
2. ❶ b ❷ b ❸ b ❹ b
3. ❶ adding
   ❷ Libraries - Computer
   ❸ Paraphrasing
   ❹ Camera - Scanner
4. ❶ b ❷ c ❸ a

Model Exam 10

1. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✓
2. ❶ a ❷ b ❸ b ❹ b
3. ❶ archaeologist
   ❷ QR code
   ❸ numbers
   ❹ sorting
4. ❶ c ❷ a ❸ b



Glossary

Theme 1

Lesson (1)

Archaeologist	عالِم آثار	Knowledge	المعرفة
Explorer	مُستكشف	Face-to-face meetings	المقابلات المباشرة وجهًا لوجه
Excavating	التنقيب	Expedition	رحلة استكشافية
Observing	الملاحظة	Virtual meetings	اجتماعات افتراضية
Reports	التقارير	Time difference	فرق التوقيت
Graphs	الرسومات البيانية	Share information	مشاركة المعلومات
Mentor	مُدرِّب	Ministry of Education	وزارة التعليم
Mentoring	التدريب	Satellite broadcasting channels	قنوات البث الفضائي

Lesson (2)

Flash memory	ذاكرة متنقلة	Ethernet port	منفذ الإيثرنت
External hard drive	محرك الأقراص الثابتة	Graphs	الرسومات البيانية
Router	الراوتر (جهاز التوجيه)	Processing	معالجة
Ethernet cable	سلك إيثرنت	Connection interrupted	انقطاع الاتصال

Lesson (3)

Network	شبكة	Egyptian Knowledge Bank	بنك المعرفة المصري
Purpose	هدف - غرض	Accessible	متاح
Connection	الاتصال	Organization	منظمة
Gateway	بوابة (مدخل)	Lab	معمل
Internet Service Provider	مزود خدمة الإنترنت	World Wide Web	الشبكة العنكبوتية العالمية
Navigate	التنقل	Popular	مشهور

Glossary

Lesson (8)

Secure	أمان	Alphabetical order	ترتيب أبجدي
Closed network	شبكة مغلقة	Columns	أعمدة
Opened network	شبكة مفتوحة	Rows	صفوف
Toolbar	شريط الأدوات	Cells	خلايا
Data	البيانات	Formulas	رموز - صيغة

Theme 2

Lesson (1)

Ecologist	عالِم بيئي	Copyright	حقوق التأليف والنشر
Photographer	مصور فوتوغرافي	Purchasing	شراء
Landscape	المناظر الطبيعية	Publish	ينشر
Photography Expeditions	بعثات التصوير الفوتوغرافي	Copyright Infringement	انتهاك حقوق النشر
Preparations	تحضير - استعدادات	Watermark	علامة مائية
Equipment	أدوات	Resolution	دقة
Drones	طائرة بدون طيار	Law	القانون
Hard drives	محركات أقراص صُلبة	Egyptian constitution	الدستور المصري
Owning photos	امتلاك الصور		

Lesson (2)

Personal information	بيانات شخصية	Anti-virus software	برامج مكافحة الفيروسات
Hackers	المخترقون	Human errors	الأخطاء البشرية
Virus	فيروس	Back-up	نُسَخ احتياطية
Bank account number	رقم الحساب المصرفي	Hybrid backup	النُسَخ الاحتياطي
Possibility	احتمالية	Private	خاصة
Accessories	ملحقات		

Lesson (4)

Buy	شراء	Self-confidence	الثقة بالنفس
Private information	معلومات خاصة	People of determination	الأشخاص ذوو الاحتياجات
Public information	معلومات عامة	Visually impaired	ضِعاف البصر
Internet of Things	إنترنت الأشياء	Accessing	الوصول
Short range	مدى قصير	Blind	الكفيف
Independence	الاستقلالية	Digital privacy	الخصوصية الرقمية

Lesson (5)

Presentations	العروض التقديمية	Shut down	أغلق جهازك
Identify	تحديد	Check	افحص
Issue	مشكلة	Restart	أعد التشغيل
Plan	خُطة	Software updates	تحديثات البرامج
Potential solutions	الحلول المحتملة		

Lesson (6)

QR code	رمز الاستجابة السريع	Main folder	ملف رئيسي
Libraries	المكتبات	Sub-folder	ملف فرعي
Access	الوصول	Button	زر
Scanner	الماسح الضوئي		

Lesson (7)

Decide	تُقرر	Selecting	انتقاء
Plan	تخطط	Organizing	تنظيم
Analyze	تحلل	Topic	موضوع
Check	تتحقق	Knowledge	معرفة
Evaluating	تقييم	Keywords	الكلمات المفتاحية

Glossary

Lesson (8)

Secure	أمان	Alphabetical order	ترتيب أبجدي
Closed network	شبكة مغلقة	Columns	أعمدة
Opened network	شبكة مفتوحة	Rows	صفوف
Toolbar	شريط الأدوات	Cells	خلايا
Data	البيانات	Formulas	رموز - صيغة

Theme 2

Lesson (1)

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Equipment	أدوات	Resolution	دقة
Drones	طائرة بدون طيار	Law	القانون
Hard drives	محركات أقراص صُلبة	Egyptian constitution	الدستور المصري
Owning photos	امتلاك الصور		

Lesson (2)

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Virus	فيروس	Back-up	نُسَخ احتياطية
Bank account number	رقم الحساب المصرفي	Hybrid backup	النَّسْخ الاحتياطي
Possibility	احتمالية	Private	خاصة
Accessories	ملحقات		

Lesson (3)

Password	كلمة المرور	Misspelled words	أخطاء إملائية
Phishing	التصيد الاحتيالي	Grammar errors	أخطاء نَحْوية
Social media	التواصل الاجتماعي	Password managers	برنامج إدارة كلمات المرور
Encourages	تشجعك - تحثك	Unique	فريد
Attachment	ملحقات	Multi-factor authentication	المصادقة متعددة العوامل
Verifying	التحقق	PIN (Personal Identification Number)	رقم التعريف الشخصي

Lesson (4)

Situations	مواقف	Bait you	استدراجك
Be careful	كن حريصًا	Compromise	اختراق
Scam websites	مواقع التصيد الاحتيالي	Privacy	خصوصية
Online shopping sites	مواقع للتسوق عبر الإنترنت	Exploit	استغلال
Scareware websites	برمجيات التخويف	Uniform Resource Locator (URL)	محدد موقع المعلومات
Sweepstakes	مواقع الاحتيال عبر الجوائز	General Department for Combating	الإدارة العامة لمكافحة جرائم الإنترنت
Child helpline	خط مساعدة الطفل		

Lesson (5)

Digital content	محتوى رقمي	Credit = Attribute	أسند الأمر
Printed content	محتوى مطبوع	Public domain	ملكية عامة
Episode	حلقة	Creative Commons Reuse License	رخصة المشاع الإبداعي
Get permission	الحصول على إذن	Paraphrase	إعادة صياغة

Glossary

Lesson (6)			
Digital sources	المصادر الرقمية	Observation	ملاحظة
Reliable sources	المصادر الموثوقة	Experiences	خبرات
Accomplish	إنجاز	Maps	الخرائط
Facts	حقائق	Infographics	المخططات
Opinions	آراء	Archives	السجلات
Can be debated	تحتمل الجدل	Databases	قواعد البيانات
Can be proven	يمكن إثباتها	Diaries	المذكرات

Lesson (7)			
Advanced searches	البحث المتقدم	Exclude	استبعاد
Synonyms	كلمات متشابهة	Boolean operators	العوامل المنطقية
Quotation marks	علامة تنصيص	Prioritize	تحديد الأولويات
Keywords	كلمات مفتاحية	Summary	ملخص
Search modifiers	معدّلات البحث	Headers	رءوس الموضوعات
Titles	عناوين		

Lesson (8)			
Taking notes	تدوين الملاحظات	Using quotes	استخدام الاقتباسات
Documenting	التوثيق	Sentence starters	بادئات الجمل
Author	مُؤلف	Citing sources	الاستشهاد بالمصادر
Missing	مفقود	Permalink	رابط ثابت
Unforgettable	لا تُنسى	Permanent hyperlink	وصلة تشعبية دائمة
Paraphrasing	إعادة صياغة نص	Highlighted word	كلمة مُظللة
		Citations	الاقتباسات